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# IBM Classroom LAN Administration System Version 1.30

User's Guide

**Education Family**

**IBM**

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*Continued on inside back cover.*

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**Fourth Edition, Revised (June 1990)**

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## About this Book

This book describes the operation of the IBM Classroom LAN Administration System Version 1.30. It is divided into seven chapters, eight appendixes, and a glossary. This book contains information for the following:

- System operator, who maintains the network
- Network administrators, who add users and programs to the network
- Office administrator, who is a unique type of office user with special access rights
- Office personnel, such as principals and guidance counselors, who use courseware programs as well as office applications on the network
- Teachers, who organize classes, monitor student activity, instruct students on the use of the network, and use courseware programs and office applications on the network
- Students who use courseware programs and other available programs

Because of the diverse jobs performed by the various network users, this book has a separate section for each user category except the student and the generic user. The information that the student needs is contained in the "Teacher's Guide" chapter.

**Chapter 1. *Introduction***—provides an introduction to the IBM Classroom LAN Administration System Version 1.30. It describes the tasks that you can accomplish with this product. The enhancements to IBM Classroom LAN Administration System Version 1.11 and IBM Classroom LAN Administration System Version 1.20 are listed in this chapter.

**Chapter 2. *Getting Started***—explains the operations available to all users of the network. These functions include logging in, logging out, using keys to operate menus, changing passwords, getting help, using the System Pop-up Menu, printing, removing files, moving from screen to screen, and sending messages to other users.

**Chapter 3. System Operator's Guide**—contains network maintenance information. The system operator can use a simple menu to oversee the technical operation and maintenance of the network, even when multiple LANs in the same school are interconnected. This chapter should be read by the person responsible for maintaining the network.

**Chapter 4. Network Administrator's Guide**—describes the responsibilities of the person in charge of managing the network and its users. The network administrator installs programs on the network and adds users of any user type to the network.

**Chapter 5. Office Administrator's Guide**—describes the purpose of this special ID, OFFICEADMN, and the functions associated with the ID.

**Chapter 6. School Office Guide**—explains how school office personnel can easily access word processors, spreadsheets, and other tools, as well as courseware programs maintained on the network.

**Chapter 7. Teacher's Guide**—provides information for teachers about organizing students and programs into classes on the network.

Teachers can assign installed courseware programs, track student use of courseware programs, and easily access word processors, spreadsheets, and other tools maintained on the network.

Students can log in through simplified procedures, communicate easily with the teacher, and access specifically selected courseware programs assigned by the teacher.

**Appendix A. Messages**—lists messages you may see while using the IBM Classroom LAN Administration System Version 1.30.

**Appendix B. Teacher Planning Worksheets**—provides worksheets to help teachers plan classes.

**Appendix C. Additional Program Installation Information**—explains in detail how to install programs for which the network has no built-in instructions.

Appendix D. *Program Information Guide*—contains specific information about using some IBM Education Family programs on the network.

Appendix E. *Using a Host/Network Interface*—explains how to use the IBM Classroom LAN Administration System Version 1.30 with a host computer.

Appendix F. *Standard Log Record for Applications*—documents the output format which must be followed for programs to use the IBM Classroom LAN Administration System Version 1.30 reporting features.

Appendix G. *Network Security*—summarizes the network security information.

**Warning:** We strongly recommend that you keep the information in Appendix G confidential. This security information is for the system operator exclusively. *Be sure to remove the security information if this manual is made available to other network users.*

Appendix H. *License/Warranty Information*—defines the requirements of the license and warranty.

## Printing Conventions Used in this Book

The following printing conventions are used throughout this book:

- **Green** type is used to indicate information that you type. It also is used for items, or options, that you can select from a screen. Messages and prompts also appear in green type.
- **Bold** type indicates a keyboard key that you are to press or a warning message.
- *Italics* type is used to introduce a new term.
- **SMALL CAPITALS** are used to indicate filenames.

The screen illustrations in this book include sample data that will not appear on your screen.



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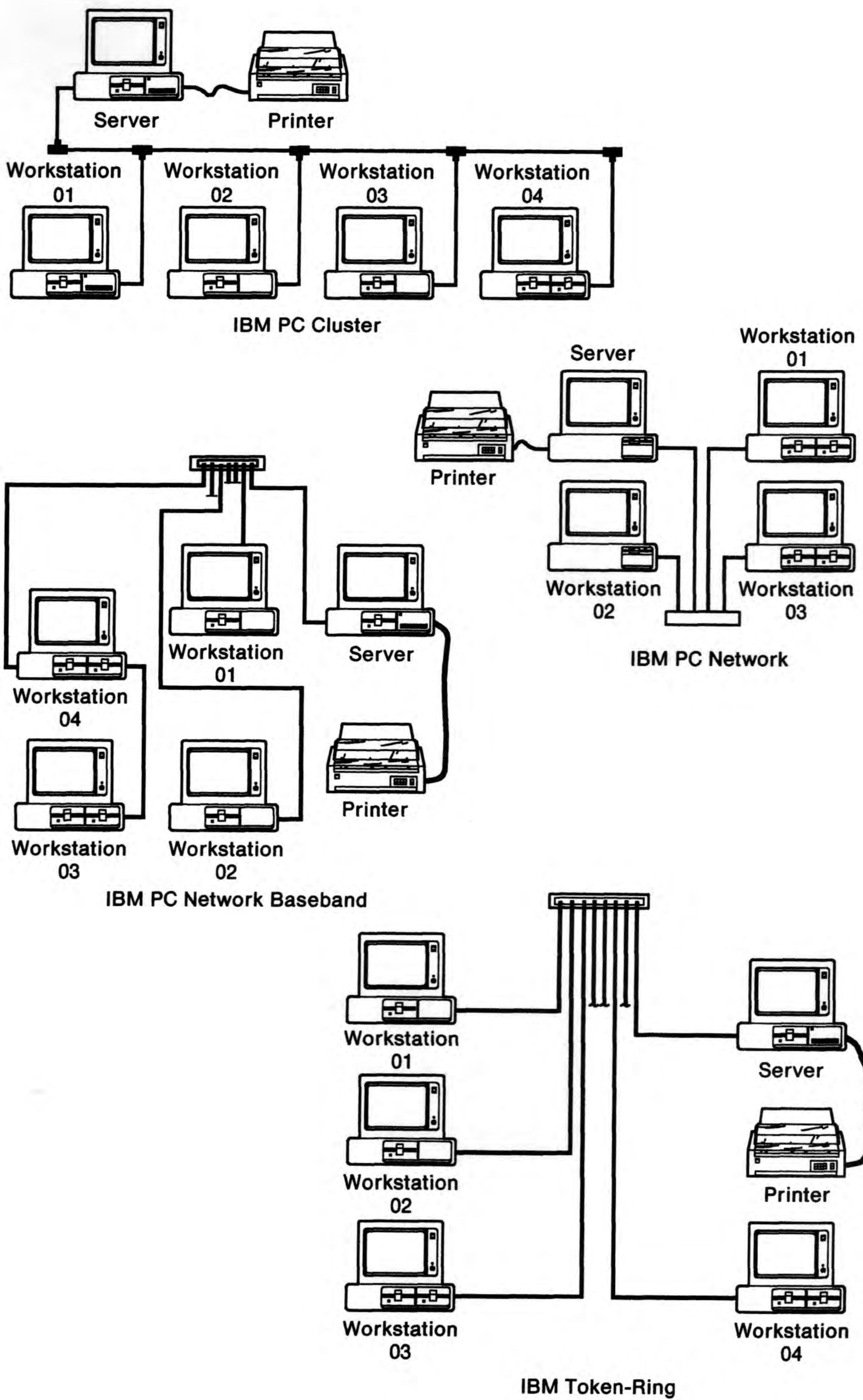
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# Chapter 1. Introduction

The IBM Classroom LAN Administration System Version 1.30 User's Guide describes all the features available to the user. Users can be teachers, students, network administrators, office personnel, the system operator, or the office administrator. The IBM Classroom LAN Administration System Version 1.30 allows a person with very basic or limited knowledge of computers to use a computer network in an educational setting.

The following terms are used throughout the book:

- A *network* environment exists when computers are connected to other computers.
- A *local area network (LAN)* exists when all the computers are located in one physical area. The computers on your LAN are located in your school and are connected to one main computer.
- The main computer is called the *file server*; it stores programs used by the other computers on the network. A file server can be dedicated or non-dedicated. The network that is configured for the IBM Classroom LAN Administration System Version 1.30 can use the following:
  - A dedicated file server with 2-8 megabytes (MB) of memory. The dedicated server operates only in the Advanced NetWare environment.
  - A non-dedicated file server with 3-8 megabytes (MB) of memory. The non-dedicated server operates in both the DOS and Advanced NetWare operating system environment.
- The computers that access the programs stored on the file server are called *workstations*. The workstations on your LAN can be physically located at various places in the school. The LAN makes it possible for all workstations to access information stored on the server and to share network peripherals, such as printers and fixed disks. The IBM Classroom LAN Administration System Version 1.30 uses a setup of 1 server and up to 50 workstations. The following diagram illustrates typical IBM network configurations:



The IBM Classroom LAN Administration System Version 1.30 supports the following types of networks:

- IBM PC Network
- IBM PC Network Baseband
- IBM Token-Ring Network
- IBM PC Cluster<sup>1</sup>

The IBM Classroom LAN Administration System Version 1.30 provides the following:

- Student access to courseware programs on the network
- Administrative utilities for enrolling all users
- Grouping of students and programs
- Reviewing and printing reports about student progress

The IBM Classroom LAN Administration System Version 1.30 supports up to 2500 user IDs, up to 400 courseware programs, and up to 400 office applications.

The following list describes the categories of people who can use and maintain the network:

### **System Operator**

The system operator is responsible for operating and maintaining the network. The system operator's user ID provides private access to the NetWare Utilities Main Menu, which contains options for technical troubleshooting. Other options unique to the system operator include modifying the menu escape code and backing up the system to tape. Refer to Chapter 3, "System Operator's Guide," for a guide to system operations.

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<sup>1</sup> The IBM PC Cluster Adapter Attachments are supported only by NetWare Version 2.0a. IBM PCjrs with a Cluster Attachment can be bridged to a higher version of NetWare. Some IBM Classroom LAN Administration System Version 1.30 functions are supported only by NetWare Version 2.12 or 2.15.

## **Network Administrators**

Network administrators add and remove users such as students, office personnel, teachers, and other administrators to and from the network. They also install courseware programs and office applications on the network. Refer to Chapter 4, "Network Administrator's Guide," for network administration information.

## **Office Administrator**

The office administrator can run programs performing special functions that affect the entire network. Refer to Chapter 5, "Office Administrator's Guide," for more information on these functions.

## **Office Personnel**

Office personnel can use word processors, spreadsheets, and other tools, as well as courseware programs maintained on the network. Refer to Chapter 6, "School Office Guide," for an explanation of how to perform these tasks.

## **Teachers**

Teachers add and remove classes, add and remove programs in a class, add and remove students to and from a class, and monitor student activity. From their own menu, teachers also can use word processors, spreadsheets, and other tools, as well as courseware programs maintained on the network. Refer to Chapter 7, "Teacher's Guide," for an explanation of how to do these tasks and what to teach students about using the network.

## **Students**

Students use courseware programs assigned by teachers. Students also can change their own passwords, if the network administrator has assigned them this option. Students can be assigned some DOS functions through the use of special menu items.

## **Generics**

Generics, like students, use courseware programs and programs assigned by teachers. Generics do not have passwords; any files created by generic users are removed when they log off the network.

All users have the options of selecting a network printer and printing files that are spooled to the server, or removing files that they have created.

## Changes in Version 1.30

The changes and enhancements to the IBM Classroom LAN Administration System Version 1.30 are presented in the following list. These changes are explained in detail throughout this book.

- New user type - office
  - Office is a new user type that supports the school's office personnel in accessing the school's network.
  - Each office user is supported by a menu, allowing that user to run office applications, courseware programs, and special menu items. This menu can be tailored to meet the user's needs.
  - Two new directories are provided by the network. The directories can be used by all teachers and office personnel for the purpose of sharing common data.
- Enhanced functions for teachers
  - Each teacher is supported by an application menu which can be individually tailored to allow access to courseware programs, office applications, and special menu items. Now the teacher can run programs without creating a class.
  - Two new directories can be used by all teachers and office personnel for the purpose of sharing common data.
  - A new function can be used to set the bookmark for programs with bookmark capabilities, such as IBM Basic Skills Series, plus any other programs that use the new standard documented in this book for setting bookmarks. This function allows teachers to set the bookmarks for one student, a group of students, or an entire class.
  - A new function can be used by teachers to distribute files, online work assignments, or quizzes to one, some, or all students in a class. The function also allows teachers to copy the students' files from the students' home directories.

- Enhanced function for the network administrator
  - The Install/Remove Program function has been enhanced to allow network administrators to install office applications in a directory separate from courseware programs. This prevents students from accessing these programs and their related files, and allows access to only teachers and office users.
  - The Install/Remove Program function has been enhanced to allow network administrators to install courseware programs and office applications from a subdirectory. This gives network administrators the capability to install programs and applications that reside in a subdirectory of a fixed disk or diskette.
- A new user, office administrator
  - This ID is a part of the new OFFICE user type but has more rights and capabilities than the OFFICE user type. This ID allows the office administrator to run applications that need to modify files throughout the network.
- Enhanced printstation function
  - The printstation function has been enhanced to show print queues already in use.
- New standard for bookmark
  - A new standard, documented in Appendix F, "Standard Log Record for Applications," allows bookmark information to be passed between IBM Classroom LAN Administration System Version 1.30 and programs.
- Utility upgrade
  - An upgrade utility for IBM Classroom LAN Administration System Version 1.11 or IBM Classroom LAN Administration System Version 1.20 to IBM Classroom LAN Administration System Version 1.30.

Users upgrading from IBM Classroom LAN Administration System Version 1.11 also benefit from the following changes and enhancements that were included in the IBM Classroom LAN Administration System Version 1.20.

- **Expanded Usage**
  - Up to 2500 user IDs and up to 400 programs are supported.
- **Permanent Printer Assignment**
  - If the file server has more than one printer attached, or if printstations have been created, the system operator or the network administrator can assign a specific printer to each workstation.
- **File Removal**
  - Users can selectively remove files they have created. Network administrators and teachers can remove any files to which they have access.
- **Student Grade Advancement**
  - Network administrators can selectively advance the grade level of students.
- **Control of Student Messages**
  - Teachers can decide if students in their classes or groupings should be allowed to send messages to others during class.
- **Improved Security Features**
  - A person attempting to run a network administrator's program who is not a network administrator is not allowed to continue. A record is made of the attempt.
  - When a network administrator logs in, the record of illegal attempts at running network administrators' programs is displayed.

- **Expanded Class Summary Report**
  - A report of each student's number of attempts at each activity is provided. This information is displayed on the screen.
  - The number of attempts, scores, total time, and the number of requests for help are all averaged. This information is reported for each student in a separate column called "Average."
- **Shared Report Information by Multiple Users (Partners)**
  - A new Standard Log File Record Type allows the data resulting from the use of a program to be shared among two or more users (partners). This Record Type, sent to the Standard Log File, causes all scoring information shown in the Parent, Mastery, and Summary reports to be duplicated for each of the partners.
- **Mouse Tutorial**
  - This tutorial explains how to use a mouse. It can be installed by a network administrator, and added to a class by a teacher by using the Special Menu Item function. It is designed for primary grade levels and for a workstation with a mouse and voice adapter. You cannot run this tutorial on a workstation that does not have a mouse and a voice adapter.

## **Supported IBM Educational Software**

IBM Classroom LAN Administration System Version 1.30 provides built-in installation aids to simplify the installation of most IBM educational software. With the installation aids, anyone who knows how to use a personal computer can install programs on the network. The following is a list of educational software published by IBM for which installation aid has been provided on the IBM Classroom LAN Administration System Version 1.30 network:

- Algebra Series
- Biology Series
- Bouncy Bee Series
- Combining Sentences Series
- Earth Science Series
- Electric Poet
- Geometry Series
- LinkWay
- Listen to Learn
- Logo
- Logo Learner
- Math Concepts Series
- Math Exploration Toolkit
- Math Practice Series
- Exploring Measurement, Time, and Money - Levels I, II, and III
- Mi Editor Primario
- Missing Letters
- Parts of Speech Series
- Personal Science Laboratory (PSL) Explorer Version 1.00
- Physics Discovery Series
- Primary Editor
- Primary Editor Plus
- Primary Editor Plus Tutorial
- Private Tutor Series
- Punctuation Series

## Chapter 2. Getting Started

All users of the IBM Classroom LAN Administration System Version 1.30 network perform certain common functions. This chapter describes these common functions.

### Before You Begin

Use this chapter to learn about the functions available to all network users. These common functions include the following:

- Logging into the network
- Logging out of the network
- Using keys to operate menus
- Changing passwords
- Getting help
- Selecting a network printer
- Removing files
- Using the System Pop-up Menu to do the following:
  - Send messages to other users who are logged into the network
  - Print on a printer attached to the file server (network printer)
  - Print on a printer attached to the workstation (local printer)
  - Use other printer capabilities

## Login and Logout

This section explains the following functions:

- Workstation startup procedures
- Login procedures
- Logout procedures

### Workstation Startup Procedures

If your workstation has *remote system reset*, the workstation is automatically connected to the network when you turn on the computer. If it does not, you will need a network boot diskette; insert it into drive A.

There may be a label on your workstation indicating that it has remote system reset. If there is no label, ask your network administrator or system operator for assistance. A short time after you turn on the workstation, the IBM logo screen appears.

If your workstation has remote system reset, skip to "Login Procedure."

If your workstation does not have remote system reset, complete the following steps:

- 1 Insert the network boot diskette into drive A of the workstation. If you do not have the diskette, see your system operator.
- 2 Turn on the workstation. If your workstation is already on, press and hold the Control (**Ctrl**) key and the Alternate (**Alt**) key, then press the Delete (**Del**) key. This is called a *system reset*.

### Login Procedure

If your network is connected with other networks, you can log into any other server to which you have access. To the right of the **Enter Your User ID** prompt, the login screen indicates the name of the server to which you are attached.

For more details on what a multiple server environment is and how to log into a server other than your current server, refer to the *IBM Classroom LAN Administration System Version 1.30 Installation Instructions*, Appendix B, "Multiple File Server Networks."

To log into the network, complete the following steps:

- 1 When you see the title screen, press the **Enter** key. Notice the following prompt:

**Enter your user ID:**

If the network administrator or system operator added bulletin screens (up to eight can be added), you see this prompt instead:

**Enter your user ID:** **PgDn**

This indicates that you can page down to view the bulletin screens by pressing the Page Down (**PgDn**) key.

- 2 At any screen, type the user ID assigned to you and press **Enter**.

If you have a password, the screen displays the following message:

**Login in progress... Enter your password:**

Type your password at the prompt and press **Enter**. Notice that the characters are not displayed; this ensures password security.

Do not use the same ID to log into more than one workstation.

The screen then displays a welcome message followed by the Main Menu. A sound is produced when the system operator or a network administrator logs into the network. A different Main Menu is displayed for each type of network user.

Besides containing different selections, the background colors of the menus can vary. The color allows the teacher to verify whether a student is using the appropriate menu. The background colors for the menus are the following:

<b>User Type</b>	<b>Menu Colors</b>
<i>System Operator</i>	Red background
<i>Network Administrator</i>	Red background
<i>Office Personnel</i>	Black background
<i>Teacher</i>	Black background
<i>Student</i>	Blue background

## **Logout Procedures**

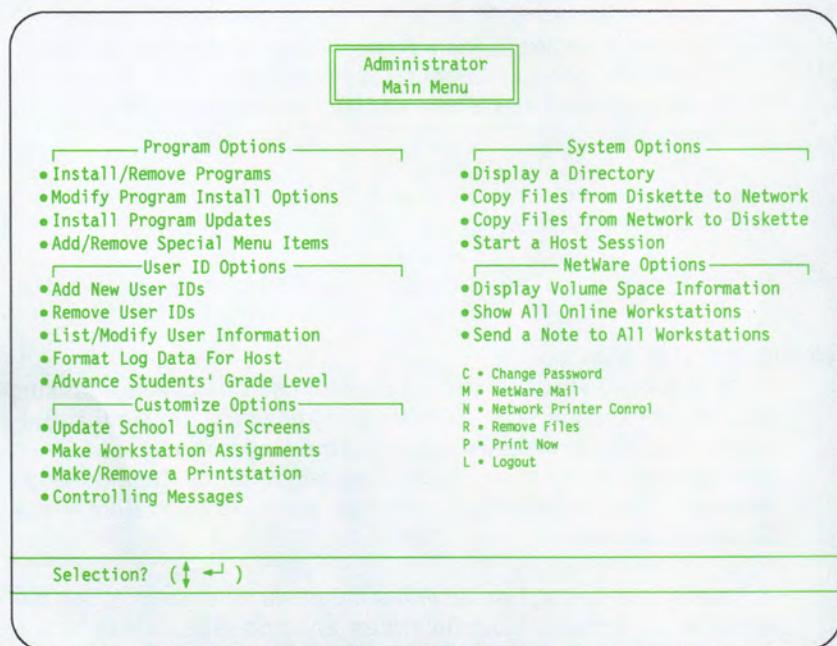
There are two ways of logging out of the network:

- Type **L** for Logout.
- Use the arrow keys to position the highlight bar on the Logout option, then press **Enter**.

Your login and logout times are displayed on the screen. After you log out, the workstation can be used by someone else.

## Using Menus

All users' menus have similar features and functions. You use the same keys whether you are logged in as a system operator or a student. After logging in, every user sees a Main Menu. From this and subsequent menus and screens, you can access all the facilities available to you. The Administrator Main Menu is used here to illustrate the common features. Refer to it as you proceed through this chapter.



### Selecting Items from a Menu

The highlight bar on an item indicates your position on the screen. Several ways to choose a selection from an IBM Classroom LAN Administration System Version 1.30 menu are described in the following sections.

## **Moving the Highlight Bar**

Use the Up and Down Arrow keys to move the highlight bar up and down. Use the Left and Right Arrow keys to move left and right between columns on a menu.

## **Making Selections**

There are two ways of selecting menu options:

- Use the arrow keys to position the highlight bar on an option. Press **Enter** to select the highlighted option.
- Type the letters **C**, **M**, **N**, **R**, **P**, or **L** to select the Change Password, NetWare Mail, Network Printer Control, Remove Files, Print Now, or Logout options, respectively. You do not have to press **Enter** when you type a letter to make a selection.

The option you select is displayed in the horizontal bar next to the **Selection?** prompt.

Informational messages also are displayed in the horizontal bar.

## **Using an IBM Mouse**

An IBM Mouse attached to a workstation can be used for making selections from many of the menus. Moving the mouse left and right or up and down provides the same movement of the highlight bar as the arrow keys. The left button of the mouse is equivalent to the **Enter** key. The right button is equivalent to the **Escape (Esc)** key.

A tutorial explaining how to use a mouse is available. It can be installed by a network administrator and added to a class by a teacher using the **Special Menu Items** function. The tutorial is designed for primary grade levels and for a workstation with a mouse and voice adapter.

## **Exiting Screens**

Any time you want to exit from either a screen or menu that follows a **Main Menu**, press **Esc**, or move the highlight bar to **Return to Previous Menu** and press **Enter**. You are returned to the previous menu.

## Common User Functions

Common user functions are the following:

- Change password
- NetWare mail
- Network printer control
- Print now
- Remove files

Login and logout also are considered common user functions. They are covered in the beginning of this chapter.

### Change Password

Use the Change Password option to change your password, or to create a new password if you do not already have one. Students not given the password option by the network administrator do not see a Change Password option and, therefore, cannot use this option.

Complete the following steps to change your password:

- 1 Select **Change Password** from your Main Menu. For teachers, this selection appears on the Other Teacher Options menu. After you select this option, you see the following prompt:

**Enter your old password:**

- 2 Type your old password and press **Enter**. If you do not have a password, press **Enter**. When you type your password, the characters are not displayed. This ensures password security.

You see this prompt:

**Enter your new password:**

- 3 Type your new password and press **Enter**. If you do not want your user ID to have a password, press **Enter** without typing a password.

You see this prompt:

**Retype your new password:**

4 Type your new password again and press **Enter**. This is to make sure your new password is correct. If you do not want a password, just press **Enter**.

5 You see this prompt:

Would you like to synchronize your password on all attached servers? (Y/N)Y

If you want to synchronize your password on all attached servers, press **Enter**. Usually, you will want to use the same password on all servers.

In unusual circumstances, you may need to have different passwords for different servers. If you want a different password on this server, type **N** over the **Y** at the end of the message, and follow the prompts.

6 You see this message unless you typed **N**:

Synchronizing passwords...

7 After synchronization is complete, you see this message:

Password on server <server name> synchronized.

If the new password is the same as the old password, you see this message:

The new password has been used previously, password not changed.

## Scollable Fields

Some entry fields allow you to enter more characters than can fit in the field. These fields *scroll* horizontally. A field that scrolls to the right is indicated by an arrow at the right side, as illustrated in the following example:

Description.....[English Literature - gra►

The arrow indicates that the field extends beyond what you see on the screen. The arrows also may appear on the left side or on both sides of the field, indicating that there is more information to the left or both to the left and the right. The following example illustrates these two ways:

Description.....ish Literature - grade 8]

Description.....nglish Literature - grad

As you type information, the field automatically scrolls to the right. To review what is in the field, use the Left and Right Arrow keys, or use **Home** and **End** to move left and right.

## NetWare Mail

You can select the NetWare Mail option by typing **M** or placing the highlight bar on this option and pressing **Enter**. For information on how to use NetWare Mail, press **F1** for help, or type help at the command line.

To quit the NetWare Mail option, type **Q** and press **Enter**.

## Network Printer Control

The Network Printer Control option presents you with a list of the available network printers. From this list, you can select a printer. To use this option, type **N** from your current menu.

The screen displays a list of available printers. The highlighted name above the list indicates whether the printer currently being used is a network printer (**Using the Network Printer**) or your local printer (**Using the Local Printer**). If the current printer is a network printer, the name of that printer is displayed as a subtitle under the **Choose a Network Printer** title.

If a local printer has been made into a printstation, the **Using the Local Printer** message does not appear as a selection. For more information regarding printstations, refer to "Make/Remove Printstations" on page 4-58.

Complete the following steps to select a printer:

- 1 Use the arrow keys to position the highlight bar on your selection.
- 2 Press **F10** to save the change, or press **Esc** to exit without a change.

If you switched between local and network printers, the highlighted name indicates the type of printer (local or network) selected. If the printer selected is a network printer, the name of the printer is displayed in the subtitle.

At this point, data to be printed is redirected to the printer you selected.

## Remove Files

The Remove Files option allows you to selectively remove files from your home directory. The system operator, network administrators, office administrator, office personnel, and teachers also can remove files from any other directories to which they have access.

**Note:** Once a file is deleted, it is permanently removed and cannot be retrieved.

Make sure that you or others do not delete files that you may need.

When you select the **Remove Files** option, a list of files in your home directory is displayed on a screen. At the bottom of the screen are function keys for this function. Complete the following steps to remove a file:

- 1 Use the arrow keys to position the highlight bar on the name of the file you want to remove. To mark a file, press the **Del** key. If you want to mark more than one file to be removed, repeat this step. If you want to mark all the files, press **F7**.

To unmark the files, move the highlight bar to the appropriate file name and press **Del** again.

**Note:** Once you remove a file, it is permanently removed. Before removing a file, make sure that you will not need it again.

**2** Press the **F10** key to remove the marked files.

**3** Press **Esc** to return to the previous menu.

The system operator, network administrators, office administrator, office personnel, and teachers can remove files from other users' directories. This function is not available to students or generic users. Use the following procedure to remove files from other directories:

**1** Press **F2** to access other directories.

**2** Type in the new drive\path to be used by the File Cleanup Utility. The default in the field is the drive and directory of your home directory on the network.

**3** Press **F10**. If you would like to exit without changes, press **Esc**.

**4** Press **F7** to mark all files for deletion.

You also can use the arrow keys to position the highlight bar on a specific file to be deleted, then press the **Del** key.

To unmark the files, position the highlight bar on the appropriate file name and press the **Del** key again.

**5** Press **F10** to remove the marked files.

**6** Press **Esc** to return to the Main Menu.

## Print Now

Under IBM Classroom LAN Administration System Version 1.30, material sent to a network printer while you are using a program is not printed immediately. It is *spooled* for printing later. Select the Print Now option if you want to print material already sent to the network printer immediately. If you do not use the Print Now option, your material is not printed until you log out of the network.

Press **P** to use this function any time you see the P - Print Now option on your screen.

Other printer control options are explained in "System Pop-up Menu" on page 2-14.

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## Getting Help

Help information is available whenever you see the following on your screen:

**[F1]=Help**

Press **F1** to access the help information. To exit help and return to the option you were using, press **Esc**.

## Error Messages

Occasionally, you may see an error message on your screen. On a color monitor, error messages are displayed inside a red box. Some of these messages indicate things you can remedy, such as a diskette in the wrong drive or an invalid drive specification. Other messages are technical in nature and are intended primarily for the system operator. If you see a message that you do not understand, see your system operator, who can refer to Chapter 3, "System Operator's Guide," and Appendix A, "Messages," for additional information.

## System Pop-up Menu

The System Pop-up Menu is available at any time to anyone using the network. To view the System Pop-up Menu, hold down **Ctrl** and press **Esc**. The following menu "pops up" in the middle of your screen on top of what is currently displayed:



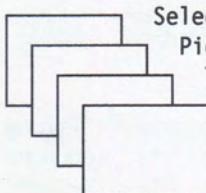
With this and the subsequent pop-up menus, you can do the following:

- Send a message to another user.
- Switch between the printer connected to your workstation and the printers attached to the network server.
- Choose a particular network printer.
- Customize your print banner page.
- Eliminate the print banner page.
- Enable Auto-Print, which lets you print immediately on the network printer without leaving the program you are using.

The Send a Message to Another User option is available to the student at the discretion of the teacher or network administrator. If this message option is not made available to the student, only the Control the Network Printer option pops up in the middle of the screen. The student can press **Esc** to leave the System Pop-up Menu, or press **Enter** to continue with the Network Printer option. For information on controlling a student's ability to send messages, see "Add/Remove a Class or Group" on page 7-7.

## Sending a Message to Another User

The following figure shows the steps required to send a message to another person on the network:



- Select - Send a Message to Another User.
- Pick the person to receive the message.
- Type the message and press **Enter**.
- Pick another person or press **Esc** to exit.

When you select Send a Message to Another User from the System Pop-up Menu, a list of the people currently using the network appears *on top* of the System Pop-up Menu. The asterisk indicates your user ID. An example of this list follows:

Send a Message  
HARRELLSON  
LEE  
\*ALPERN  
LAIRD  
VOLLMER  
ADMIN

Use the arrow keys, the **Home** key, or the **End** key to move the highlight bar to the person with whom you want to communicate. Press **Enter** to see the following:

Enter message to be sent to LEE

In this case, the message is sent to the person with the user ID of LEE. Type your message in this field.

Enter message to be sent to LEE  
Volleyball practice has been changed to Tuesday.

Press **Enter** to send the completed message. The following message confirms that your message has been sent.

This message sent to LEE  
Volleyball practice has been changed to Tuesday.

You can either send a message to another user, or press **Esc** to leave the message menu. If you select another person, the message entry field appears with the same message; therefore, the same message can be sent to a number of people. If you want to change the message, just type over the existing one.

## Control the Network Printer

The other selection on the System Pop-up Menu is Control the Network Printer. When you select **Control the Network Printer**, the following pop-up menu appears:

Using Network Printer  
Print Now  
Use the Local Printer  
Select Printer  
Turn Banner OFF  
Define Banner  
Turn Auto-Print ON

The selections on this menu are explained on the following pages.

## Print Now

Select **Print Now** if you want to print material already sent to the network printer immediately.

## Use the Local Printer

This selection allows you to choose between a network printer and a printer attached to your workstation, referred to as a *local printer*. When you switch to the local printer, all the printer selections disappear from the menu, except for the option to switch to a network printer.

## Select Printer

This option lets you pick a particular network printer on which to print. When you select this option, the following window appears:

Select Network Printer  
Enter the printer number (0-2) [0]

Specify the number of the printer you want to use. The numbers in parentheses indicate the numbers of the printers installed on your network. In the preceding example, there are three printers available, numbered 0, 1, and 2.

The number of the printer to which your workstation's output will be directed is shown within brackets. If there is only one network printer, a message appears indicating this.

Printstation printers cannot be selected from this menu option. Refer to "Make/Remove Printstations" on page 4-58.

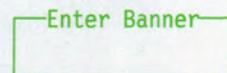
## Turn Banner OFF

The *banner* is the page that precedes anything you send to a network printer. The banner serves as a dividing page, distinguishing your printed material from that of other users by displaying your user ID in large characters.

When the Turn Banner OFF selection is displayed, the banner page option is currently on. Select Turn Banner OFF to remove this page from the beginning of the printed material. In some cases, you may choose to turn the banner page off to save paper. For example, if you are revising a one-page document and the printer is not busy, you do not need a divider page to separate your printout from others.

#### Define Banner

With the Define Banner option, you can change banner page information. When you select the Define Banner option, the following window appears:



In this field, type up to 13 characters or spaces to help identify your printed material. The information entered here appears on the banner page in place of the printer identification. This feature is helpful for students who are printing material for several assignments.

#### Turn Auto-Print ON

Select the Turn Auto-Print ON option to print directly from a program without having to use the Print Now options. When Turn Auto-Print ON is displayed on the screen, Auto-Print is currently turned off.

If the Auto-Print option is on, the material that you send to the printer gets printed automatically after a short delay.

After you select Turn Auto-Print ON, the option on the screen changes to Turn Auto-Print OFF, which indicates that Auto-Print is on.

## **Chapter 3. System Operator's Guide**

The system operator is responsible for maintaining the network, troubleshooting, and ensuring network security. Once the network is established, network security becomes your first priority. It is up to you to keep the network secure. Make sure network administrators, office personnel, the office administrator, and teachers understand the importance of network security.

### **Before You Begin**

For information on logging in and logging out, using the menus, and using the System Pop-up Menu, refer to Chapter 2, "Getting Started."

This chapter describes the maintenance features of the network. It is divided into three sections:

- **IDs and Passwords**
- **System Operator Main Menu**
- **Network Maintenance**

More information about maintaining security is located in Appendix G, "Network Security."

See the glossary in the back of this book for an explanation of unfamiliar terms.

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## IDs and Passwords

When the IBM Classroom LAN Administration System Version 1.30 is first installed, the only user IDs the network recognizes are SUPERVISOR, SYSOP, ADMIN, OFFICEADMN, and GUEST. The SUPERVISOR ID is provided by Advanced NetWare, and is not a IBM Classroom LAN Administration System Version 1.30 ID.

During the installation of IBM Classroom LAN Administration System Version 1.30, the following user IDs are created:

<i>ID</i>	<i>Description</i>
<b>SYSOP</b>	This user ID is for the system operator. The System Operator Main Menu provides options for maintaining the network, controlling access to DOS, and making a backup of the server to tape. This menu contains all the options of the Administrator Main Menu as well.
<b>ADMIN</b>	The network administrator specifies the programs and office applications that teachers, students, and office personnel can use. The network administrator also enters the name and group type (administrator, generic, office, student, or teacher) for all users on the network.
<b>OFFICEADMN</b>	This user ID is for the office administrator, a special office user ID with more rights than other office IDs. The office administrator can tailor the Office Administrator Main Menu to run courseware programs and office applications.
<b>GUEST</b>	The guest ID uses the Student Main Menu. The guest ID can only access courseware programs that are assigned by a teacher.

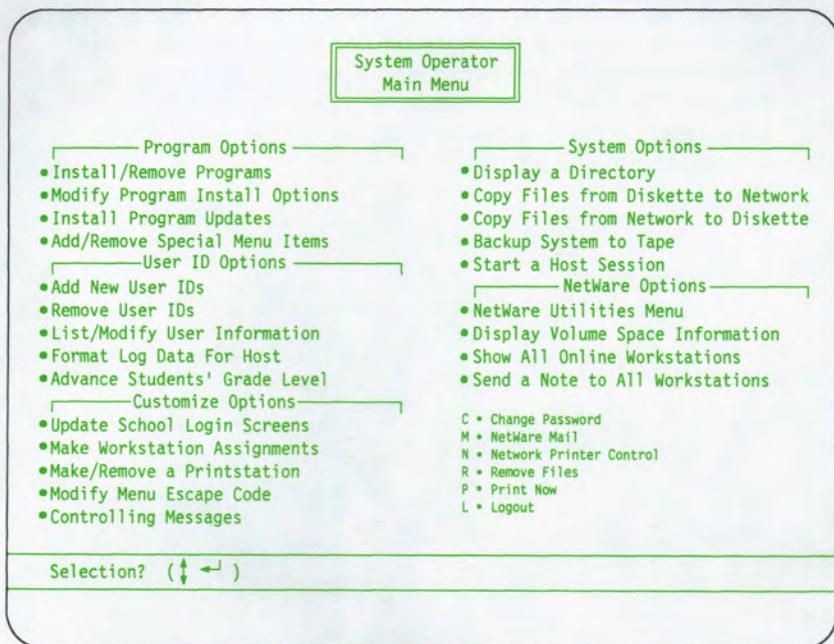
Each network user is assigned a user ID. The network verifies the user ID every time the user logs in.

Office, teacher, and student IDs are not created during the installation process. They are created by network administrators after installation.

To ensure security, when the network is first installed, assign passwords to the SUPERVISOR, SYSOP, ADMIN, and OFFICEADMN user IDs. Refer to Chapter 2, "Getting Started," for instructions on changing passwords. Keep the password secret. Record the password where it cannot be discovered by other network users. For information on how to assign the SUPERVISOR ID a password, see Appendix G, "Network Security." Instructions for assigning user IDs and passwords to other users are described in Chapter 4, "Network Administrator's Guide."

## System Operator Main Menu

The System Operator Main Menu is displayed below:



The options on the System Operator Main Menu are almost the same as those on the Administrator Main Menu.

However, the System Operator Main Menu contains the following options that do not appear on the Administrator Main Menu:

- Modify Menu Escape Code (under Customize Options)
- Backup System to Tape (under System Options)
- NetWare Utilities Menu (under NetWare Options)

These options are described on the following pages. All other options are described in Chapter 4, "Network Administrator's Guide."

## Customize Options

The Modify Menu Escape Code option allows you to access DOS from the network. For more information, see Appendix G, "Network Security."

## System Options

### Back up System to Tape

A complete system backup of IBM Classroom LAN Administration System Version 1.30 needs to be maintained. This section describes how to prepare the system and create this backup tape.

#### Before You Begin

- Before beginning tape backup, ensure that no other users are logged into the network.
- Ensure that you are familiar with the tape utility program you are using, and have it properly installed and configured before attempting to execute it from the IBM Classroom LAN Administration System Version 1.30 menu.

#### Preparing for System Backup

Make a complete backup of the system. Partial backups may not restore properly.

Create a minimum of three backup tapes. Rotate these tapes for subsequent backups, always using the oldest tape first. This procedure ensures that you always have a usable tape backup of the system, even if the system were to fail during backup.

A tape utility program can be started by creating a CLSTAPE.BAT file in the system operator's home directory, using any ASCII text editor, and calling the tape utility program. (Re-installing IBM Classroom LAN Administration System Version 1.30 will not affect files in a user's home directory. Therefore, this batch file will not be removed.)

## Filling Empty Subdirectories

The IBM Classroom LAN Administration System Version 1.30 can have many empty subdirectories in the SYS: volume of the network server. These must be preserved during tape backup in order for IBM Classroom LAN Administration System Version 1.30 to function properly. Before you back up the server, determine whether your tape utility program will back up empty subdirectories. If the tape backup program will not back up the empty subdirectories, a program has been provided with IBM Classroom LAN Administration System Version 1.30 that will fill empty directories. This program, called CLSFILL, can be executed to test for empty subdirectories prior to running a tape backup program. The directories that are found to be empty are filled with a zero-byte file.

A call to the CLSFILL program may be included in any batch file that is used to back up or restore the system. For an example of how CLSFILL can be run, see the sample CLSTAPE.BAT file shown below:

CLSTAPE.BAT	Function Performed
ECHO OFF	Suppresses display of execution commands
CLS	Clears the screen
CLSFILL /D=H:\ /A	Creates zero-byte files in empty subdirectories (Call to your tape program here.)
CLSFILL /D=H:\ /R	Deletes the zero-byte files previously created
%V%G	Returns to the System Operator's menu

(The last command of the CLSTAPE.BAT file must always be %V%G.)

The following example defines the calling syntax for the CLSFILL program:

**CLSFILL [/D=starting path] [/A or /R]**

Starting path - the drive letter or directory path to begin searching for empty directories.

/A Adds a zero-byte file in empty subdirectories.

/R Removes the zero-byte file previously created.

The following example is used before tape backup:

**CLSFILL /D=H:\ /A**

This tests drive H: starting from the root directory, and creates a zero-byte file in any empty subdirectory at or below the root directory.

The following example is used after a tape backup or restore:

```
CLSFILL /D=H:\ /R
```

This deletes the zero-byte files previously created on drive H: in the root directory and all subdirectories.

## NetWare Options

The NetWare Utilities Menu option, when selected, presents the following selections on the screen:

- Session Management
- File Management
- Print Job Configurations
- Print Console
- Printer Definitions
- Volume Information
- System Configuration
- File Server Console

Refer to the *NetWare Menu Utilities* manual for further information on the NetWare Main Menu options.

## Modifying the System Login Script

The System Login Script is a set of commands which establishes the network environment when a user logs into the network. Refer to the *Supervisor Reference; Appendix A - Login Script Commands* manual that comes with your NetWare package. This manual provides an explanation of the commands you can use in the login script.

Follow these steps to locate the System Login Script on the network:

- 1 Select **NetWare Utilities Menu** from the System Operator Main Menu. A list of NetWare selections is displayed.
- 2 Select **System Configuration** and press **Enter**. The Available Topics pop-up screen is displayed.
- 3 Select **Supervisor Options** and press **Enter**. The Supervisor Options pop-up screen is displayed.
- 4 Select **System Login Script** from the Available Topics and press **Enter**. The System Login Script is displayed.

The line in the System Login Script containing the SPOOL command defines the network printer. These command parameters can be modified only by the system operator.

To return to the System Operator Main Menu, press **Esc**. A pop-up screen asks you if you want to exit; select **Yes** and press **Enter**. You may have to repeat this step more than one time in order to reach the System Operator Main Menu.

## Network Maintenance

The system operator has access to options for maintaining the network and controlling access to DOS. Because only the system operator has these options, the system operator has more responsibilities than other network users.

After the network is installed, the responsibilities for the system operator include the following:

- Label workstations, so that teachers can assign a workstation's number to users for automatic login.
- Insert the proper Network Boot Diskette for workstations without remote system reset.
- Set up any fixed-disk workstations for easy network access.
- Resolve error messages and answer users' questions.
- Start and stop the server and workstations when required.
- **Always maintain network security. To maintain security, allow only one person to have SYSOP access.**

## Fixed-Disk Workstations

After the network is installed, there is an additional procedure for fixed-disk workstations. The IBM Classroom LAN Administration System Version 1.30 provides a ready-to-use menu as well as a way to customize the menus. Through customizing, you can provide menu access to programs on the fixed disk of a workstation.

### Setting Up the Fixed-Disk Menu

This section describes sample files and program files contained on the IBM Classroom LAN Administration System Version 1.30 Diskette 1 to use with fixed-disk workstations. Once copied to the fixed disk of a workstation, these files provide menu access to courseware programs and office applications installed on the workstation fixed disk or the network.

A batch file (HARDDISK.BAT) on Diskette 1 copies all the required files from IBM Classroom LAN Administration System Version 1.30 to the workstation fixed disk.

Use the following steps to copy the files that provide the default menu:

- 1 Insert the IBM Classroom LAN Administration System Version 1.30 Diskette 1 into the default diskette drive of the workstation.
- 2 Type **harddisk** and press **Enter**. A number of files are copied to the workstation fixed disk by HARDDISK.BAT. The following list describes the files:

#### AUTOEXEC.HD

If you already have an AUTOEXEC.BAT file, AUTOEXEC.HD is appended to it. Your previous version is renamed AUTOEXEC.OLD.

#### CONFIG.HD

This file is copied to the CONFIG.SYS file in the root directory of your fixed disk. This file uses VDISK.SYS to create a 32 kilobytes (KB) random access memory (RAM) disk.

#### AUTOEXEC.BAT

This file copies the startup and system menus to the RAM disk.

#### STARTUP.MNU

This menu provides access to the network or programs on your fixed disk.

#### SYSTEM.MNU

This sample menu accesses specific programs on a fixed disk.

#### CLSMENU.EXE

This is the menu-processing program.

#### NETDRIVE.EXE

This program finds the network drive and makes it the default drive.

#### CLSSETV.EXE

This program locates the RAM disk and creates a SET command to put its drive ID in the environment.

3 When HARDDISK.BAT finishes copying files, copy the files VDISK.SYS and GRAPHICS.COM from your DOS diskette to the root directory of the workstation fixed disk.

- If you are using NetWare 2.12 or higher with DOS 3.0, 3.1, or 3.3, copy IPX.COM and NET3.COM from your NetWare SHGEN diskette.
- If you are using NetWare 2.12 or higher with DOS 4.0, copy IPX.COM and NET4.COM from your NetWare SHGEN diskette.
- If you are using NetWare 2.0a with DOS 3.0, 3.1, or 3.3, copy ANET3.COM from your NetWare GENSH diskette.
- If you are using NetWare 2.0a with DOS 4.0, copy ANET4.COM from your NetWare GENSH diskette.

### **Using a Fixed-Disk Workstation**

After these files are copied to a workstation's fixed disk, the startup menu appears when the workstation is turned on. To access the network, select the following option:

#### **1. Access the Network**

After the workstation is attached to the network, you can switch from a network main menu to the fixed-disk system menu by pressing **Ctrl** and **X**. To switch back to the network main menu, press **Ctrl** and **X** again.

You can customize the SYSTEM.MNU file to include access to programs on the workstation fixed disk. To operate the workstation as a stand-alone computer, select the following option:

#### **2. Run without Network Access**

The next section describes how to customize the menu.

### **Customizing the Fixed-Disk System Menu**

The easiest way to customize a menu is to start with the sample menu file, SYSTEM.MNU. To customize it for a fixed-disk workstation, edit this file using any text editor. The filename must be SYSTEM.MNU because that is the file requested by the network menu when you press **Ctrl** and **X**.

The information that follows explains the menu processor, CLSMENU.EXE, as well as the commands used in STARTUP.MNU and SYSTEM.MNU.

Do not change STARTUP.MNU; only SYSTEM.MNU should be customized. SYSTEM.MNU contains several sample menu items which you can use as examples of how to create your own menu items.

Menus are displayed by CLSMENU.EXE. This menu program does the following:

- Reads a menu definition file (such as SYSTEM.MNU)
- Waits for a menu item to be selected
- Writes a batch file containing the commands associated with the selected item

CLSMENU.EXE uses the following format:

CLSMENU [infile] , [outfile]

The terms **infile** and **outfile** in the square brackets indicate optional parameters:

**infile** The file containing the menu definitions such as color choice, menu format, and title. The default is G.BAT in the current directory of the default drive. Note that the infile serves two functions. It describes the menu to the menu program, and it is a batch file which invokes the menu program. In this system, the infile is always copied to G.BAT on the RAM disk.

**outfile** The batch file written by CLSMENU. The default is TEMP.BAT. It contains the commands for the selected menu option. In this system, the outfile is always on the RAM disk.

## CLSMENU Commands

The CLSMENU commands must start in column 1, must end with a colon, and cannot contain blanks. Use the following commands in the menu description file (infile) to format your menu:

- MENU:** This must be the first CLSMENU command in the menu description file. It may be preceded by any number of batch commands.
- CLS:** Clears the screen to the current background color.
- PROMPT:** Allows you to specify the prompt displayed below the menu items. **Selection?** is the default prompt.
- TITLE:** Allows you to change the menu title. You can have as many as five lines in the title. Each line in the title is centered automatically.

The following commands allow you to display the menu options in single or double columns. The default is a single-column format. Double columns are displayed when a single column is full.

- 1COL:** Display menu options in a single column.
- 2COL:** Display menu options in double columns.

The following commands allow you to set the color for the next item to be displayed on the menu. When used before the CLS: command, the screen is cleared to the background color. The color can be changed between title lines, between menu items, and before the prompt is displayed.

- BG:n** Set the background color to n. N must be a number between zero and seven. The default is zero.
- FG:n** Set the foreground color to n. N must be a number between zero and fifteen. The default is seven.

The following commands set the display mode for the menu:

**CO40:n** Set the color display to 40-column mode and the border color to n. N must be a number between zero and fifteen. The default is zero.

**CO80:n** Set the color display to 80-column mode and the border color to n. N must be a number between zero and fifteen. The default is zero.

**MO40:** Set the monochrome display to 40-column mode.

**MO80:** Set the monochrome display to 80-column mode.

Use the following chart to select the color choice for the foreground, background, and border of your menu:

Color	Color Display	Monochrome Display
0	Black	Dark
1	Blue	Underlined
2	Green	
3	Cyan	
4	Red	
5	Magenta	
6	Brown	
7	White	Normal
8	Grey	
9	Light Blue	
10	Light Green	
11	Light Cyan	
12	Light Red	
13	Light Magenta	
14	Yellow	Intensified
15	Bright White	

### **CLSMENU Menu Items**

A menu item is anything displayed on a menu between the title and the prompt. Use the following format for your menu items in the menu definition file:

#### **Column 1**

Contains the menu item identifier. The identifier is the key pressed to select the item. An item also can be selected by using the arrow keys to highlight it and pressing **Enter**.

#### **Column 2**

Contains a colon.

### **Column 3 through caret (^).**

Contains the item description. The description starts in column 3 and is ended by a caret (^). This description is displayed on the menu.

### **Caret (^) through end of line**

Contains the commands to be placed in the output file if the option is selected. The commands start after the first ^. Each command must be separated by a ^ . To ensure that control is returned to the menu, the last command must be %V%G. The following is an example:

M:NETWARE MAIL^ECHO ACCESSING MAIL...^ MAIL^%V%G

The following are some variations you can include on your menu:

- To make an option available without displaying it on the menu, put the first ^ in column 3 .
- To include a comment on the menu, type a menu description without a command. No ^ should follow the description.
- To display a blank line on the menu, type a colon in column 2 and leave all other columns blank. The following is an example:

:  
:To run a program from drive A  
: Hold **Ctrl** and press **[A]**.
- To prompt for input, enclose your prompt in double question marks. The response received replaces your prompt in the output file. The following is an example:

D:Display a Directory^DIR ??Options??^%V%G

The previous command displays the following prompt:

Options?

If you enter B:/W, the program generates an OUTFILE containing the following:

DIR B:/W  
%V%G

## Error Messages

Network users need the system operator's assistance to resolve error messages. A list of the messages is in Appendix A, "Messages." If the system operator is unable to resolve the error message with the instructions in the error message explanation, contact your IBM Marketing Representative.

## Network File Server

The network file server is the fixed-disk computer that stores the IBM Classroom LAN Administration System Version 1.30, as well as installed office applications and courseware programs. The system operator should become familiar with the console commands found in the *Advanced NetWare Console Reference* manual.

### Starting and Stopping the Network File Server

- To start the network file server, turn it on. If prompted, enter the date and time.
- To stop the network file server, type `down` at the server prompt (:) and press **Enter** before switching off the server. **Do not turn off the server until you have completed this step.** Users on the network can lose the file they are working on if the network is stopped incorrectly.

### Starting and Stopping a Non-Dedicated Network File Server

Follow these steps to start a non-dedicated server:

- 1 Insert the server boot diskette into drive A of the server, and turn on the server.
- 2 The server is active when you see the NetWare prompt, a colon (:).
- 3 If you are using this computer only as a server and not as a workstation, type `monitor` and press **Enter**.
- 4 To use the server as a workstation, type `DOS` at the NetWare prompt and press **Enter**. The IBM Logo screen for IBM Classroom LAN Administration System Version 1.30 appears.
- 5 Enter your user ID at the prompt.

6 To return to the server console screen from any IBM Classroom LAN Administration System Version 1.30 menu, use the following steps:

- a. Hold down **Ctrl** and type **X** to display the system menu.
- b. From the system menu, type **N** and the NetWare prompt is displayed.
- c. To return to the system menu, type **DOS** at the NetWare prompt.
- d. Press **Ctrl** and **X** again to return to the network menu from the system menu.

To stop a non-dedicated server, type **down** and press **Enter** at the NetWare prompt (:).

**Do not turn off the server until you have completed this step.** Users on the network can lose the file they are working on if the network is stopped incorrectly.

## Monitoring the File Server

The *Advanced NetWare Console Reference* manual describes the Monitor Display command in detail. This command can be used for monitoring the file server's activity and for changing the activity of the file server.

Monitor Display is an Advanced NetWare facility that displays information about the server and active workstations. The monitoring function shows the following:

- The version number and release date of the server's operating system
- The transaction status of each active workstation
- The last request made by each workstation
- The five files most recently requested by each workstation, the drive each file is on, and the current status of each file
- The number of cache blocks that have not yet been written to the server's fixed disk
- The percentage of server utilization

To use the monitoring function, follow these steps:

- 1 Start the server.
- 2 At the server prompt, type `monitor` and press **Enter**. Each workstation is represented by a box with a station number. Six workstations are shown at a time, in the order they were started.
- 3 To see a workstation that is not displayed, type `monitor` followed by a space and the workstation number, then press **Enter**.

Refer to the *Advanced NetWare Console Reference* manual for more information on the monitor display function.

## Chapter 4. Network Administrator's Guide

This chapter describes the network administrator options. It should be read by network administrators, the people in charge of organizing the users and programs on the network.

### Before You Begin

- If you plan to add users individually, obtain a list of all office personnel, teachers, and students expected to use the network. You must type each user's full name, user ID, password, group designation (administrator (A), generic (G), office (O), student (S), or teacher (T)), and grade. Generic user IDs do not have passwords. It is not necessary for you to assign passwords to teachers, office personnel, and network administrators. They can choose their own passwords.
- If you use a database program or text editor to create the list of users, have the diskette containing the user names file ready when adding users to the network. Directions for creating this file and adding users from a file are included in the Add New User IDs option. Refer to "User ID Options" on page 4-35.
- To add or remove courseware programs and office applications, you must have the program diskettes available.

There can be more than one network administrator on the network. Each of you should have your own network administrator ID. The network administrator ID (ADMIN) must be assigned a password or removed from the network to prevent its unauthorized use.

If you are using the network for the first time as a network administrator, assign yourself a new administrator ID and password. For more information, see "Add New User IDs" on page 4-35.

Refer to the glossary in this book for an explanation of unfamiliar terms. Refer to Appendix A, "Messages," if errors occur. You may need to contact the system operator for assistance.

## **Network Administrator Security Checks**

Any person other than a network administrator attempting to run a program available to a network administrator is not allowed to continue.

When such an attempt is made, the following error message appears on the screen:

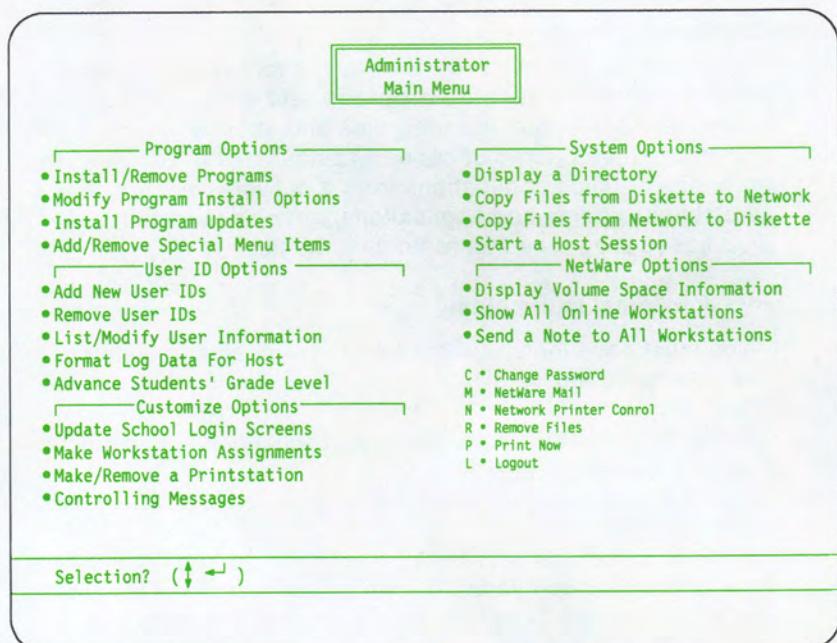
**You are not authorized to run this program.**

The unauthorized attempt by the user is recorded. When the next network administrator logs into the network, a list of illegal attempts to run network administrator programs is displayed.

The network administrator is prompted to delete the file containing the list, print it, or continue. If the file is not deleted, the contents are displayed when the next network administrator logs into the network.

## Administrator Main Menu

The options on the Administrator Main Menu are almost the same as those on the System Operator Main Menu. Since these options are common to both menus, they are explained in this chapter. The Administrator Main Menu is displayed in the following sample:



Refer to Chapter 2, "Getting Started," for instructions on using the menus and common user functions.

## Program Options

The Program Options allow you to add and remove courseware programs and office applications on the network. You also can modify installation instructions and install updates to courseware programs and office applications that are already on the network.

### Install/Remove Programs

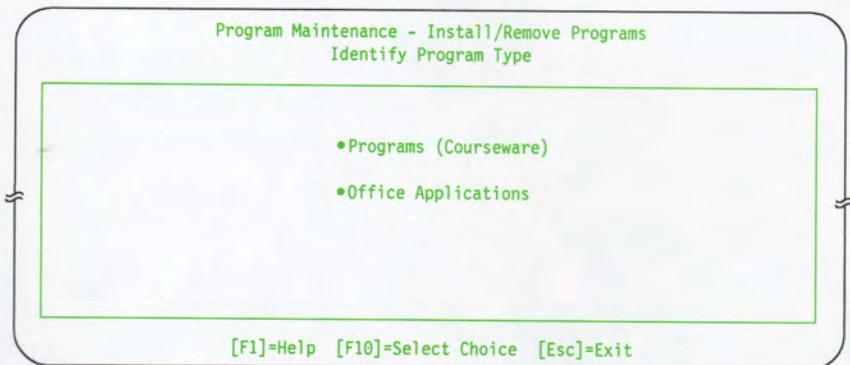
Use the Install/Remove Programs option for installation and removal of both courseware programs and office applications on the server. A listing of the programs and applications currently installed can be printed or saved. You can install courseware programs or office applications from a network-supplied list of available programs and applications, or you can install DOS-based programs that are not on the list.

#### Additional Information

You must have the program diskettes available to install or remove programs.

Up to 400 courseware programs and 400 office applications can be installed on the network.

When you select **Install/Remove Programs**, the Identify Program Type screen is displayed. You can select the type of programs you want to install. The following is a sample of this screen:



The choice you make here depends upon which users should be allowed to run the courseware programs and office applications.

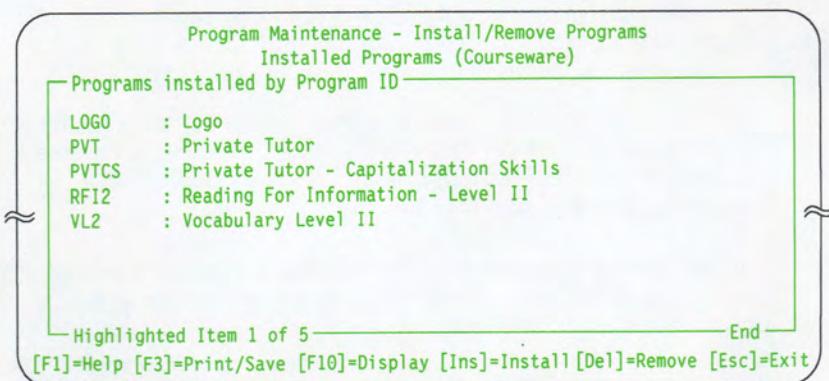
- If you want to install programs that can be run by office personnel, teachers, and students, choose the **Programs (Courseware)** option.
- If you want to install programs that can be run only by the office administrator, office personnel, or teachers, choose the **Office Applications** option. Students do not have access to office applications.

Each subsequent screen contains a subtitle reminding you of your initial selection for program type, either courseware programs or office applications.

When exiting either the Installed Programs (Courseware) screen or the Installed Office Applications screen, you return to the Identify Program Type screen. At this screen, you can choose another option, or press **Esc** to return to your Administrator Main Menu.

When you select **Programs (Courseware)**, the list of courseware programs already installed on the network server is displayed. When you selected **Office Applications**, the list of office applications already installed on the network server is displayed. The list is empty if you have not yet installed any programs. Use the arrow keys to position the highlight bar on an option. Press **F10** to select that option.

The following screen shows a sample list of courseware programs:



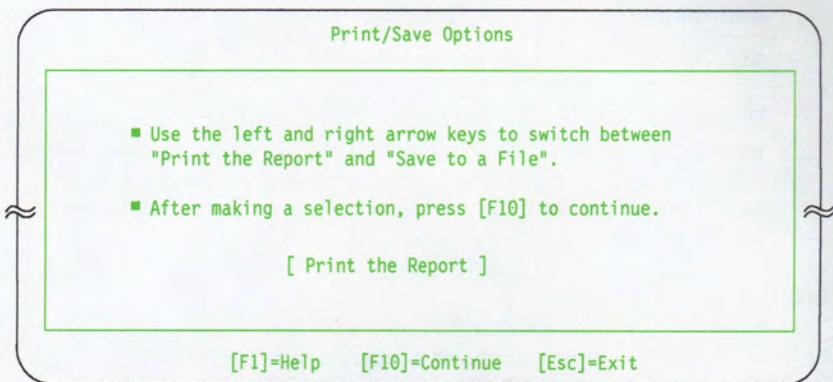
The bottom of the screen lists several options. The following pages explain these options.

#### **Print/Save**

From the Program Maintenance - Installed Programs screen, you can print or save a list of the courseware programs or office applications currently installed on the network.

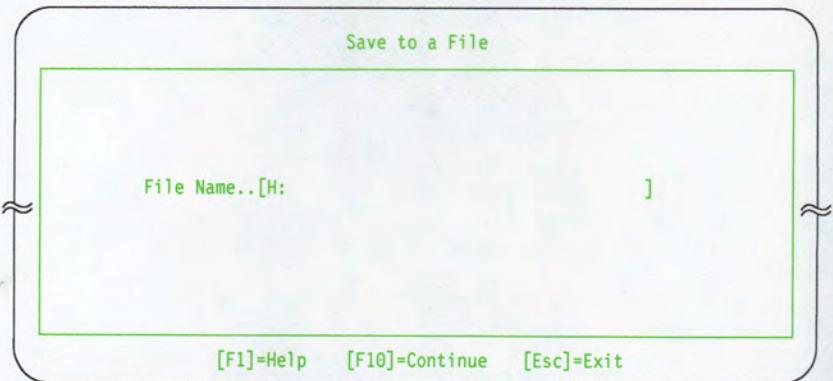
The choice you made on the preceding Identify Program Type screen determines which program type is currently displayed on the Program Maintenance - Installed Programs screen. If the Programs (Courseware) option was selected on the Identify Program Type screen, the list contains the names of all IBM Education Family software that is currently installed. If the Office Applications option was selected on the Identify Program Type screen, the list contains the name of office applications that are currently installed.

When you press **F3**, you see the Print/Save Options screen:



Use the Left and Right Arrow keys to switch between **Print the Report** and **Save to a File**. To print the list of installed programs, use the Left or Right Arrow key to select **Print the Report**, then press **F10**.

To save the list of installed programs in a file, use the Left or Right Arrow key to select the **Save to a File** option. Press **F10** to continue. You see the following screen:



To save this file on the network, type a unique filename after the **H:** on the screen. See the DOS manual for information on naming files.

If you choose to save the file on a diskette, place a formatted diskette into a diskette drive and type the drive and file information as shown in the following example:

b:filename

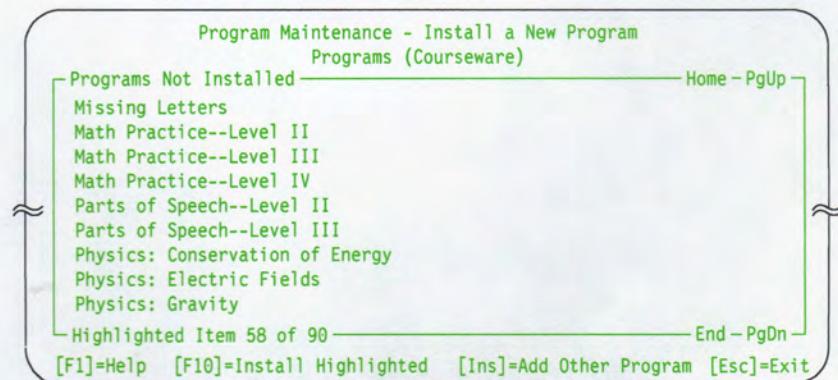
Replace filename with the name of your file. You can use any of your workstation's drives by typing the appropriate drive letter. After you receive a message that indicates the file has been saved with the filename you provided, press **Esc** to return to your Administrator Main Menu.

### Install a Listed Program

From either the Installed Programs (Courseware) screen or the Installed Office Applications screen, press **Ins** to see an alphabetical list of the courseware programs or office applications not yet installed.

If the Programs (Courseware) option was selected on the Identify Program Type screen, the list contains the names of all IBM educational family software for which network installation aids are included.

The following figure shows a sample screen of uninstalled programs:



Use the Up and Down Arrow keys to scroll through the list. You also can use the letter keys (A-Z) to find a selection. When you type a letter, the highlight bar moves to the first courseware program or office application that begins with that letter.

The following instructions describe how to install a courseware program or office application from the Programs Not Installed list. The necessary installation information is already present for these programs; you need only the diskettes.

The term *program* refers to either a courseware program or office application in the following instructions. A subtitle at the top of the screen identifies which of these options you chose on the Identify Program Type screen.

- 1 Place the highlight bar on the program you are installing and press **F10**.
- 2 The screen displays the following:

**Input from drive..[A]:** ▶

To use a drive other than A, type the drive identification letter over the A and press **F10**. If you want to install the program from a subdirectory on a diskette or fixed disk, specify the entire path including the drive letter. The drive and the path that you specify appear on the screen.

- 3 You see this prompt:

**Insert program diskette in drive A:**

The prompt includes the drive letter that you specified. Put the program diskette into the specified drive, and press **Enter** to continue. You can leave this screen without making changes by pressing **Esc**.

- 4 You see this question:

**Do you want to change the installation options (Y/N) ?**

- Type **N** to use the default options. Unless you know precisely what you want to change, use the default options.
- Type **Y** if you want to change any of the installation options, such as the number of licenses, or the volume on which you want to install the program.

You see the screen with the installation option fields. You can change the options and save them by pressing **F10**. If you own more than a single license for the program, change the number now.

## 5 You see the message:

Installing...

The filenames appear on the screen as they are copied from the program diskette to the server. After all the files are copied to the server, you see this message:

More diskettes (Y/N)?

## 6 If the program has more than one diskette, insert the next diskette, type **Y**, and follow the instructions on the screen. If there are no other diskettes, type **N**. When installation is complete, the screen returns to the Programs Not Installed list.

### Install Unlisted Courseware Programs and Office Applications

There are two ways to install a courseware program or office application not listed on the network.

- Create a file with the extension *.itm* that contains the necessary installation information.
- Type information directly into the installation option fields.

If you create the *.itm* file on the program diskette, the information is automatically entered into the installation option fields. With either method, you must know the commands required to start the program from DOS.

#### ***Install with an ITEM File***

An ITEM file can be created on a fixed drive or on a diskette. The name of your file should be a unique program ID followed by the *.itm* extension. For this reason, we refer to this file as an ITEM file.

An ITEM file must contain only one record. It can be created with any ASCII text editor. The following is a sample from an ITEM file named LOGO.ITE which is used to start IBM Logo on the network.

?:LOGO^CD\COURSES\LOGO^LOGO^%V%G

Use the following procedure to create an ITEM file:

- 1 Type ?: (question mark followed by colon) as the first two characters.

?:

- 2 Type a *program description* beginning with the third character. The description can be as many as 38 characters. The program description is placed on all menus which reference the program. End the program description with a caret (^) by pressing **Shift** and **6**.

?:LOGO^

- 3 Type the name of the *directory* where you want the courseware program or office application installed. The directory name\path can be as many as 38 characters in length. The directory command must start with **CD\**.

If it is a courseware program for students, install it in a subdirectory of the \COURSES subdirectory. The subdirectory is in the root directory. If it is an office application, install it in a subdirectory of the \OFFAPPS subdirectory. (Remember that students cannot see office applications installed in the \OFFAPPS subdirectory.) \COURSES and \OFFAPPS are subdirectories in the root directory of each volume on the server. End the name of the directory with a caret (^), as illustrated in the following example:

?:LOGO^CD\COURSES\LOGO^

- 4 Type the commands that start the courseware program or office application. Each command should be separated by a caret (^).

**Note:** It is sometimes necessary to include the program drive ID in the commands. The installation program will replace ?: with the correct drive identifier whenever it appears in your list of commands. The last command should be followed by a caret (^), as shown in the following example:

?:LOG0^CD\COURSES\LOG0^LOG0^

- 5 Enter %V%G as your last entry on the line. This command returns the person running the courseware program or office application to the IBM Classroom LAN Administration System Version 1.30 active menu at the end of the courseware program or office application. The following is a sample of such a line:

?:LOG0^CD\COURSES\LOG0^LOG0^%V%G

Remember, each command must begin with a caret (^). Do not leave any spaces between the commands.

For more detailed information on creating ITEM files, refer to Appendix C, "Additional Program Installation Information."

To install the courseware program or office application after you have an ITEM file, complete the following steps:

- 1 Save the ITEM file on your courseware program or office application diskette.
- 2 Select *Install/Remove Programs* on the Administrator Main Menu. The *Identify Program Type* screen is displayed.
- 3 Select either the *Programs (Courseware)* or *Office Applications* option. A list of courseware programs or office applications installed on the network is displayed.

In the following steps, the term *program* refers to either a courseware program or office application. The choice you made on the *Identify Program Type* screen is displayed in the subtitle of all subsequent screens.
- 4 Press **F10** to choose the program type.

- 5 Press **Ins** to see the Programs Not Installed list.
- 6 Press **Ins** again. The location of the highlight bar is not important.

The following prompt is displayed:

Input from drive [A:] ►

If you are using a drive other than the specified drive, type the drive identification letter over the A and press **F10**. If you want to install from a subdirectory, type in the appropriate path information after the drive letter. The drive you indicate appears on the following screens. The screens are followed by this prompt:

Insert program diskette in drive A:

The prompt includes the drive letter that you specified.

- 7 Insert the program diskette with the ITEM file into the specified drive and press any key. The screen displays the installation option fields. The information is filled in as specified in your ITEM file. If you own more than a single license for the program, change the number of licenses now.
- 8 Press **F10** to save these installation options. You see this message:

Installing...

The filenames appear on the screen as they are copied from the program diskette to the server. After all the files are copied to the server, you see this message:

More diskettes (Y/N)?

- 9 If the program has more than one diskette, insert the next diskette and type **Y**, then follow the instructions on the screen. If you have finished installing the program diskettes, type **N**.

When installation is complete, you see the Programs Not Installed list again.

## Install Programs Using the Installation Options

Courseware programs and office applications can be installed by entering information directly into the installation options fields.

- 1 Select **Install/Remove Programs** on the Administrator Main Menu. The Identify Program Type screen is displayed.
- 2 Use the Up and Down Arrow keys to position the highlight bar on either the **Programs (Courseware)** or **Office Applications** option.
- 3 Press **F10** to choose the program type. If you choose **Programs (Courseware)**, the list of installed courseware programs is displayed. If you choose **Office Applications**, the list of installed office applications is displayed.

In the following steps, the term *program* refers to either a courseware program or an office application. The subtitle at the top of subsequent screens identifies the choice you made.

- 4 Press **Ins** to see the **Programs Not Installed** list.
- 5 Press **Ins** again. The location of the highlight bar is not important. The following prompt is displayed:  
Input from drive [A:] ►
- 6 Insert the program diskette into drive A, then press **F10**.

The screen displays the installation option fields.

Program Maintenance - Install a New Program  
Programs (Courseware)

Installation Options

Program ID.....[ ]

Program Description.....[ ]

Program Start Instructions...[ ] ▶

Server Volume.....[VOL1: ]  
Space Available (Kilobytes):[556.0] Files Available:[ 721]

Server Directory.....[\COURSES] ▶

Number of Licenses.....[1 ]

[F1]=Help [F10]=Save Option [Tab]=Next Line [Esc]=Exit

7 Type the information requested, and use **Tab**, **Enter**, or the Down Arrow key to move to the next field. Press **F1** to display a help screen for each field.

The following is a description of each field and the information it must contain:

#### **Program ID**

The program ID is a unique identifier for the program. The maximum length of an ID is eight characters. This is a required field; it must be filled.

#### **Program Description**

The program description is the name that appears on all the menus which use this program. The maximum length of a program description is 38 characters. This is a required field; it must be completed.

### **Program Start Instructions**

The program start instructions start the program. Fill in the commands that start the program from a DOS prompt. Each command must be separated by a caret (^). You can use up to 190 characters for the program start instructions. Generally, the start instructions can be found in the AUTOEXEC.BAT file or the G.BAT file on the program diskette. This is a required field. Do not include any calls to GRAPHICS.COM or other batch files (.BAT) in this field. GRAPHICS.COM is available at all times on the network; there is no need for a specific instruction.

### **Server Volume**

The server volume is the server's fixed-disk volume where the program is installed. If your server contains more than one volume, install programs in a volume other than the SYS: volume. To change the volume, use the Left Arrow key and the Right Arrow key to display the available volumes. If only one volume is available, you cannot change the volume. The Space Available and Files Available fields show information about the available space on the current volume.

### **Space Available**

Space available refers to the number of kilobytes (KB) available on the volume in which the program is being installed. A kilobyte is equal to 1024 bytes.

### **Files Available**

Files available refers to the number of files available on the volume to which the program is being installed.

### **Server Directory**

The server directory is the directory on the server's fixed disk in which the program is to be installed. If the directory does not already exist, it is created during installation.

If you are working with a courseware program, we suggest that the program be installed to a subdirectory of the \COURSES subdirectory, using the program ID as the name of the subdirectory of courses. This ensures that you do not accidentally overwrite files in an existing directory.

If you are working with an office application, we suggest that the application be installed to a subdirectory of the \OFFAPPS subdirectory. This ensures that you do not accidentally overwrite files in an existing directory.

**Do not** put courseware program files in a subdirectory of \OFFAPPS. **Do not** put office application files in a subdirectory of \COURSES. Users will not be able to access the program files correctly if this is done.

#### Number of Licenses

The number of licenses is the number of users allowed to use the program simultaneously. Every program has a legal number of copies that can be run at the same time. Copyright laws are violated when the number of workstations using the program exceeds the number of licenses owned. If you are uncertain about the number of copies you have for a particular program, see the license agreement packaged with that program.

- 8 Press **F10** to enter the options you specified, and begin the program installation. You see this message:

Installing...

The filenames appear on the screen as they are copied from the program diskette to the server. You see this message:

More diskettes (Y/N)?

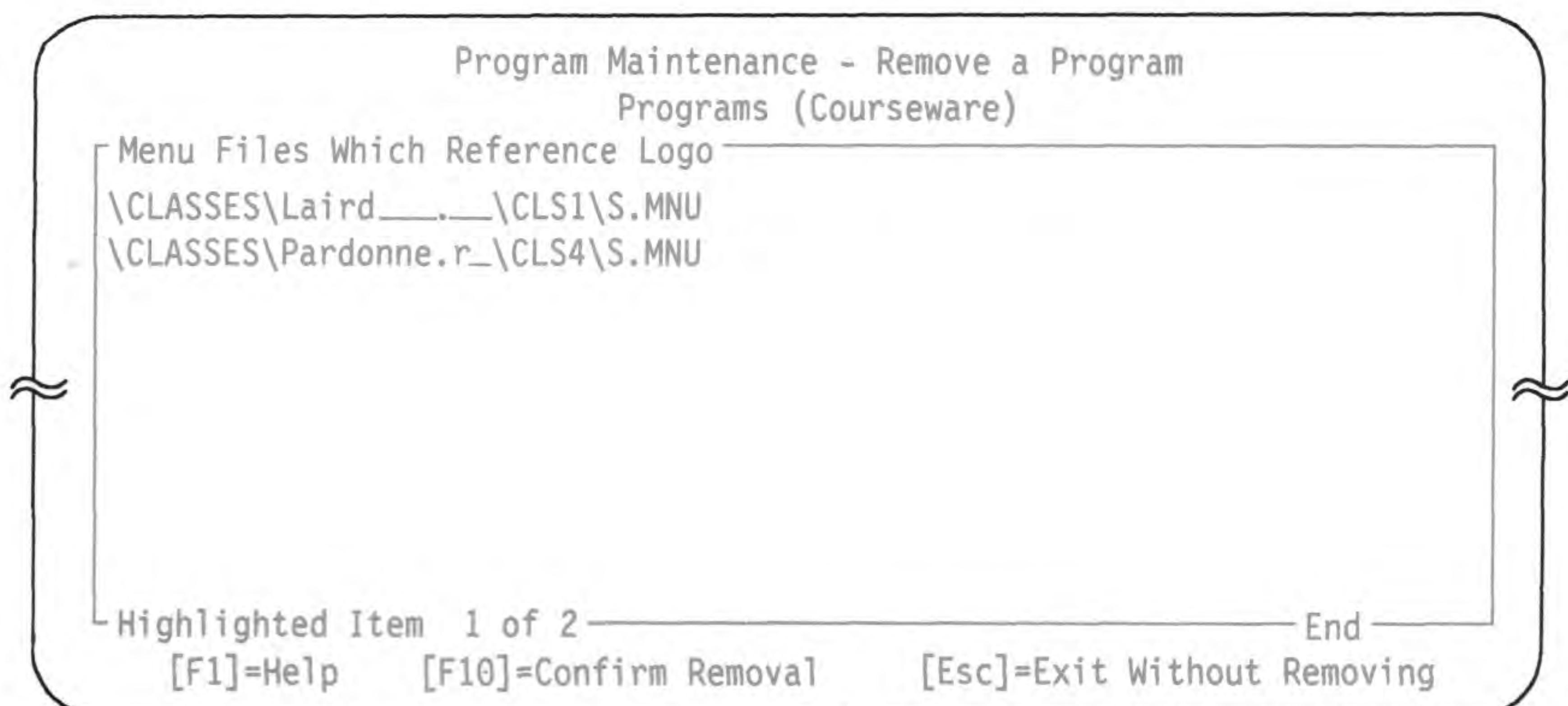
- 9 If the program has more than one diskette, insert the next diskette and type **Y**. Follow the instructions on the screen.
- 10 When you have installed the program diskettes, type **N**. When installation is complete, you return to the list of uninstalled programs.

## Remove a Program

To remove a courseware program or office application from the network, complete the following steps:

- 1 Select **Install/Remove Programs** on your Administrator Main Menu. The **Identify Program Type** screen is displayed.
- 2 Use the arrow keys to position the highlight bar on either the **Programs (Courseware)** or **Office Applications** option. Press **F10** to choose the highlighted option, or press **Esc** to go back to your Administrator Main Menu.
- 3 If you select **Programs (Courseware)**, the list of installed courseware programs is displayed. If you select **Office Applications**, the list of installed office applications is displayed. A subtitle at the top of the subsequent screens identifies your choice. In the following steps, the term **program** refers to either courseware programs or office applications.
- 4 Place the highlight bar on the program ID you want to remove.
- 5 Press **Del**. You must have the current program diskettes available to remove the program. The network uses the diskettes to determine which network files to erase.

You see the following:



- 6 Each line of the screen lists a filename that includes the user ID of the teacher or office personnel who use the program. This display is for your information only. When you remove a program, it is removed from all of the menus throughout the network. Contact the teachers and office personnel who use the program before you remove it.
- 7 Press **F10** to remove the program. If you decide not to remove the program, press **Esc** to return to the list of installed programs.
- 8 The screen displays the following:

Input from drive [A:] ►

If your input is from a drive other than A, type the drive identification letter. If the program is located in a subdirectory, type in the subdirectory path after the backslash. After specifying the complete path, press **F10**.

The drive you specified is where you insert the program diskettes in the remaining steps.

- 9 Insert the program diskette into the specified drive when prompted and press any key.

The program ID is removed from the list of available courseware programs or office applications. It is removed from any menu access.

#### Display the Installation Options of an Installed Program

To display the installation options of an installed courseware program or office application, complete the following steps:

- 1 Select **Install/Remove Programs** on your Administrator Main Menu. The Identify Program Type screen is displayed.
- 2 Use the arrow keys to position the highlight bar on either the **Programs (Courseware)** or **Office Applications** option. Press **F10** to choose the highlighted option.

- 3** If you select the Programs (Courseware) option, the list of installed courseware programs is displayed. If you select the Office Applications option, the list of installed office applications is displayed.
- 4** Use the arrow keys to position the highlight bar on a program.
- 5** Press **F10** to select the highlighted option.

The following figure shows a sample Program Maintenance screen for courseware programs:

Program Maintenance Programs (Courseware)	
Installed Program Information	
Program ID.....	[LOGO ]
Program Description.....	[Logo 1.0 ]
Program Start Instructions...	[ECHO Loading Program^CD W:\COURSES▶]
Server Volume.....	[VOL1: ]
Space Available (Kilobytes):	[4852.0] Files Available:[658]
Server Directory.....	[\\COURSES\\LOGO ▶]
Number of Licenses.....	[1 ]
[Any Key]=Continue	

This screen only displays information; you cannot modify information using this screen. Press any key to return to the list of program IDs for installed courseware programs or office applications.

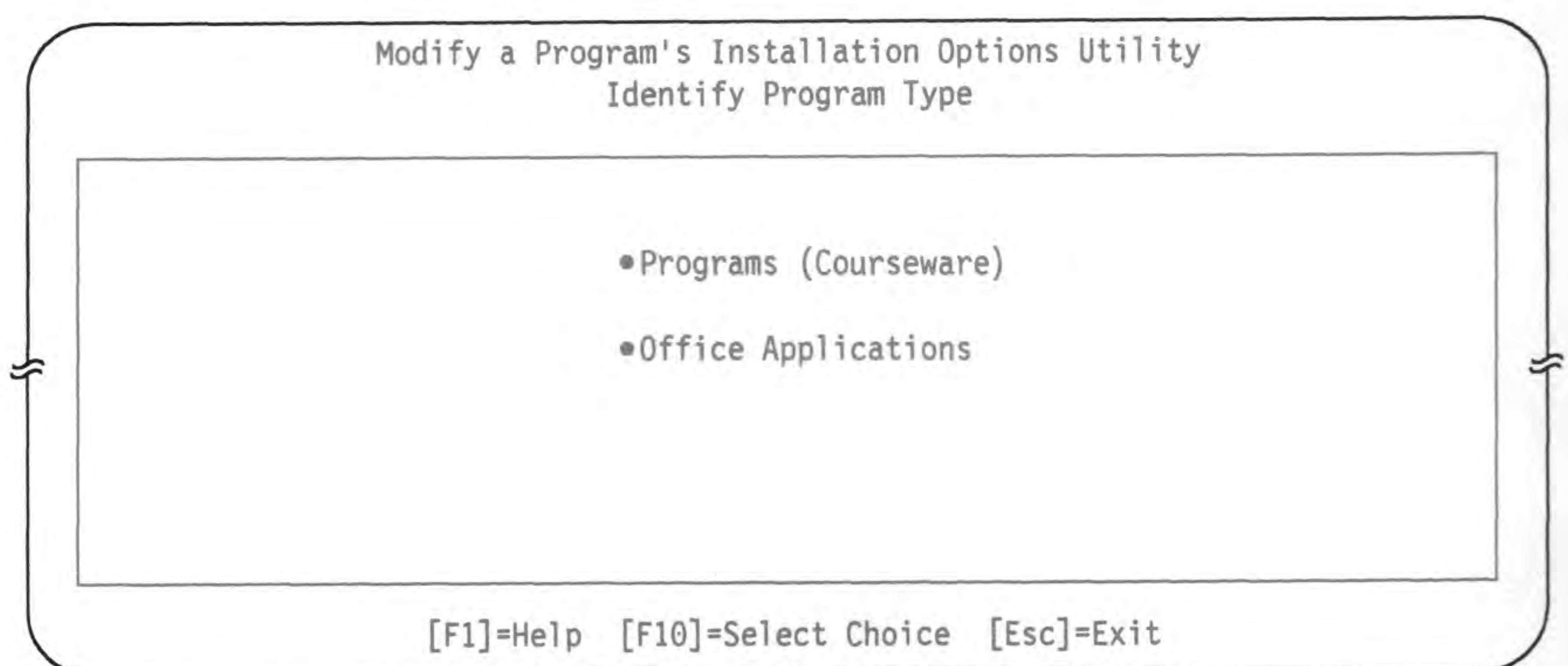
## Modify Program Installation Options

You can modify installation options for both courseware programs and office applications on the server. You can change the following:

- Program descriptions that appear on menus
- Instructions that start the program
- Server volume (directory) where the program is located
- Directory where the program is installed
- Number of program licenses

When you select Modify Program Installation Options on your Administrator Main Menu, the Identify Program Type screen is displayed.

The screen appears as follows:



Use the arrow keys to move the highlight bar to either the Programs (Courseware) option or the Office Applications option. Press **F10** to choose the highlighted option. Each subsequent screen contains a subtitle reminding you of this choice.

The choice you make depends on how the program or application was installed. If it was installed as a courseware program, select Programs (Courseware). If it was installed as an office application, select Office Applications.

If you select Programs (Courseware), you see the list of installed courseware programs. If you select Office Applications, you see the list of installed office applications. The following is a sample of such a list:

Modify a Program's Installation Options Utility  
Programs (Courseware)

Programs Installed by Program ID

EASEQ1 : Earth Science: Earthquakes 1.01  
EASGW1 : Earth Science: Ground Water 1.01  
EASM1 : Earth Science: Moisture 1.01  
EASV1 : Earth Science: Volcanoes 1.01

Highlighted Item 1 of 4

End

[F1]=Help [F10]=Modify Highlighted [Esc]=Exit

In the following steps, the term *program* refers to either courseware programs or office applications. The subtitle at the top of each screen identifies the current choice.

Use the arrow keys to position the highlight bar on the program you want to modify and press **F10**. If you press **F10**, the following screen displays the program's current installation options:

Modify a Program's Installation Options Utility  
Programs (Courseware)

—Earth Science: Ground Water 1.01—

Program Description.....[Earth Science: Ground Water 1.01 ]

Program Start Instructions...[BASIC A GWSTART ▶

Server Volume.....[SYS1: ]

Space Available (Kilobytes):[4852.0] Files Available:[658]

Server Directory.....[\COURSES\ES ▶

Number of Licenses.....[50 ]

[F1]=Help [F10]=Save Changes [Esc]=Exit

Change the program installation options by typing the correct information over the information on this screen. To change volumes, use the arrow keys to switch between available volumes. Press **F10** to save your changes, or press **Esc** to exit from this screen without saving changes.

If you need help, place the highlight bar on an installation option. Press **F1** to see information about that option.

The Modify a Program's Installation Options Utility can have a significant impact on program operation. Read the descriptions below before changing any of the fields. The term *program* refers to both courseware programs and office applications.

### **Program Description**

Changes you make to this field appear on all menus which use this program. The maximum length of a program description is 38 characters. This is a required field; it must be filled.

### **Program Start Instructions**

The program start instructions start the program on the network. You can use up to 190 characters for the program start instructions. Modify these instructions only if the program does not start on the network. This can happen after installing a new version of a program on the network. A program that requires the default drive to be the drive where the program files reside also can require a change in start instructions. In this case, add the following to the beginning of the start instructions:

?:

The question mark is replaced by the network drive letter of the program files.

Generally, the start instructions for a program can be found in the AUTOEXEC.BAT file or the G.BAT file on the program diskette. Do not include any calls to GRAPHICS.COM or other batch files (.BAT) in this field. The GRAPHICS.COM file is available at all times on the network; there is no need for a specific instruction. The Program Start Instructions field is required.

## **Server Volume and Server Directory**

Change the server volume or directory only when absolutely necessary. Use the directory field only to change a directory name error that occurred during installation. For example, if you installed a program in the directory \COURSES instead of in \COURSES\PGMID, use this option to correct your mistake. If you installed a program in the directory \OPPAPPS instead of in \OFFAPPS\PGMID, use this option to correct your mistake.

Move a program to another volume only if the current volume is nearly full. When moving a program to another volume, check the Space Available field for a volume with enough storage space. If your server has only one volume, the volume cannot be changed; the Left and Right Arrow keys are not active.

A change to the server volume or directory moves program files for the selected program. To move the programs, you must have the program diskettes available. Messages on following screens prompt you for the first diskette and any subsequent diskettes:

Input from drive [A: ] ►

If you want to use a different drive or subdirectory, type the drive letter over the A, and the subdirectory identifier should follow. Be sure to include the full path for the program. Up to 36 characters can be entered. After the path has been typed in, press **F10**.

### **Space Available**

The Space Available field cannot be changed. It indicates the available space in a volume.

### **Files Available**

The Files Available field cannot be changed. It indicates the amount of the available space in a volume.

### **Number of Licenses**

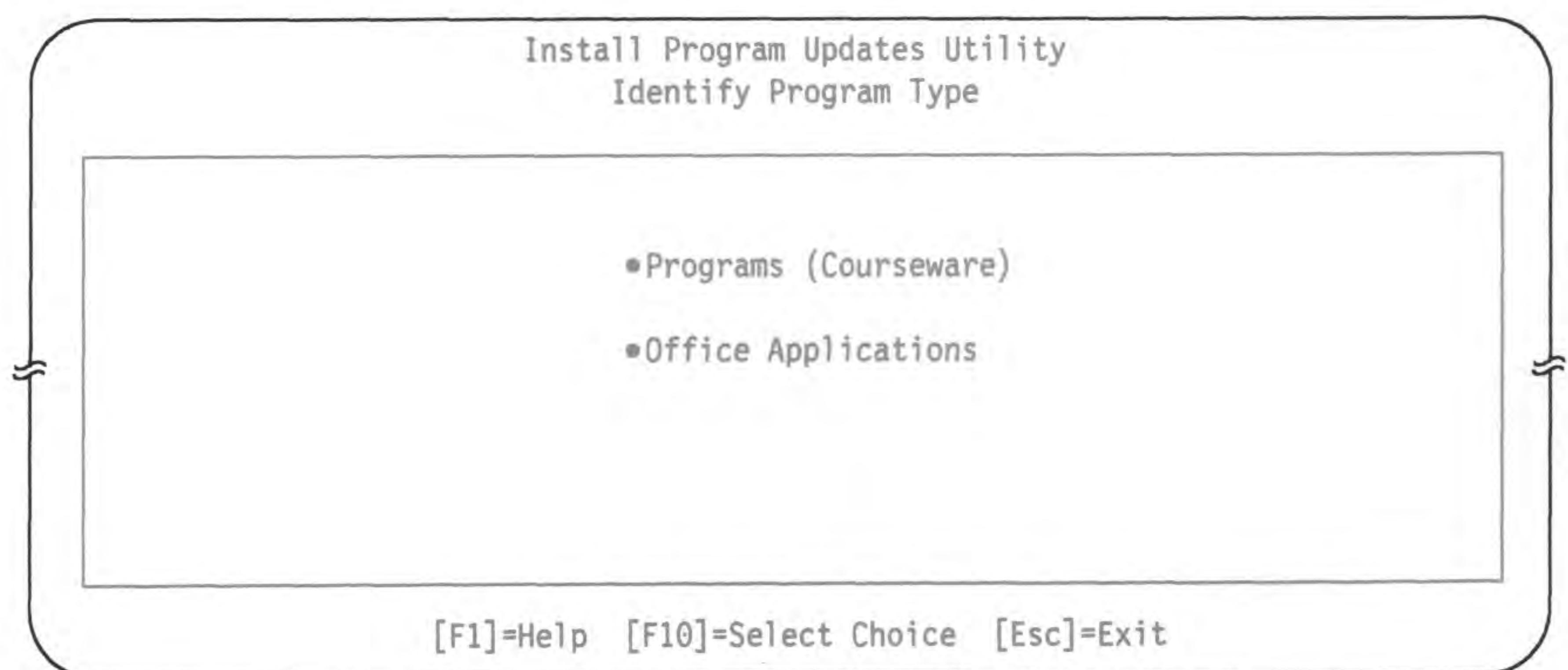
Use the Number of Licenses field to update the number of licenses you own for the program. The number of licenses is the number of users allowed to use the program simultaneously. Every program has a legal number of copies that can be run at the same time. Copyright laws are violated when the number of workstations using the program exceeds the number of licenses owned.

If you are uncertain about the number of licenses you have for a particular program, see the license agreement packaged with that program. To purchase additional licenses for IBM programs, contact your IBM Marketing Representative.

## Install Program Updates

The Install Program Updates option lets you install new or updated program files that are already installed on the network.

When you choose the Install Program Updates option on your Administrator Main Menu, the Identify Program Type screen is displayed. The following illustration is a sample of this screen:



If you select Programs (Courseware), a list of courseware programs installed on the network is displayed on the Install Program Updates Utility screen. If you select Office Applications, a list of office applications installed on the network is displayed on the Install Program Updates Utility screen.

**The following is an example of an Install Program Updates Utility screen. A subtitle near the top of the screen identifies the choice you made on the Identify Program Type screen.**

Install Program Updates Utility  
Programs (Courseware)

Programs Installed by Program ID —

A2P1\_ : Algebra II: Part 1  
A2P2\_ : Algebra II: Part 2  
BOOKTEST : Test for Set Bookmark function  
CSENT3 : Combining Sentences - III  
LINKWA2 : LinkWay for the PS/2  
MP2 : Math Practice - Level II  
PHCOE : Physics: Conservation of Energy  
PHGR : Physics: Gravity  
PHWI : Physics: Wave Interference  
PT : Private Tutor

Highlighted Item 1 of 10 —

End

[F1]=Help [F10]=Update Highlighted Program [Esc]=Exit

**After the Install Program Updates Utility screen is displayed, follow these instructions to update a program already installed on the network. Have all the program diskettes available before you start. You need both the currently installed program diskettes and the new program diskettes.**

In the following steps, the term *program* refers to either a courseware program or an office application. The subtitle at the top of the screen identifies the current choice.

- 1 Place the highlight bar on the program to be updated and press **F10**.

You see the following message:

Input from drive [A: ] ►

If you want to install updates from a different drive or subdirectory, type the drive letter over the A, then type the subdirectory identifier. Be sure to include the full path for the program. You can enter up to 36 characters. After you type in the path, press **F10**.

You are prompted to insert all of the original program diskettes. These are the diskettes that were used the last time this program was installed on the network.

If the program files are being completely replaced by other program files, the original program diskettes provide the "current" filenames to remove from the file server. If you are just adding files to a current program, insert a blank, formatted diskette rather than the original program diskettes.

- 2 After the first diskette is inserted, the network prompts you for more program diskettes:

More program diskettes?

For each additional program diskette, type **Y** (for yes) and insert the next diskette. After installing the last diskette, type **N** (for no).

3 You are then prompted for all new program diskettes. Place the new program diskettes into drive A or the drive you specify. Each file is copied to the program directory. After the first diskette is inserted, the network prompts you for more diskettes:

More program diskettes?

For each additional program diskette, type **Y** (for yes) and insert the next diskette. After installing the last diskette, type **N** (for no).

Each filename appears on the screen as it is being copied to the server.

If the start instructions for the updated program require changes, refer to "Modify Program Installation Options" on page 4-21.

When exiting the Install Program Updates Utility screen, you return to the Identify Program Type screen. At this point, you can choose an option on the Identify Program Type screen, or press **Esc** to return to your Administrator Main Menu.

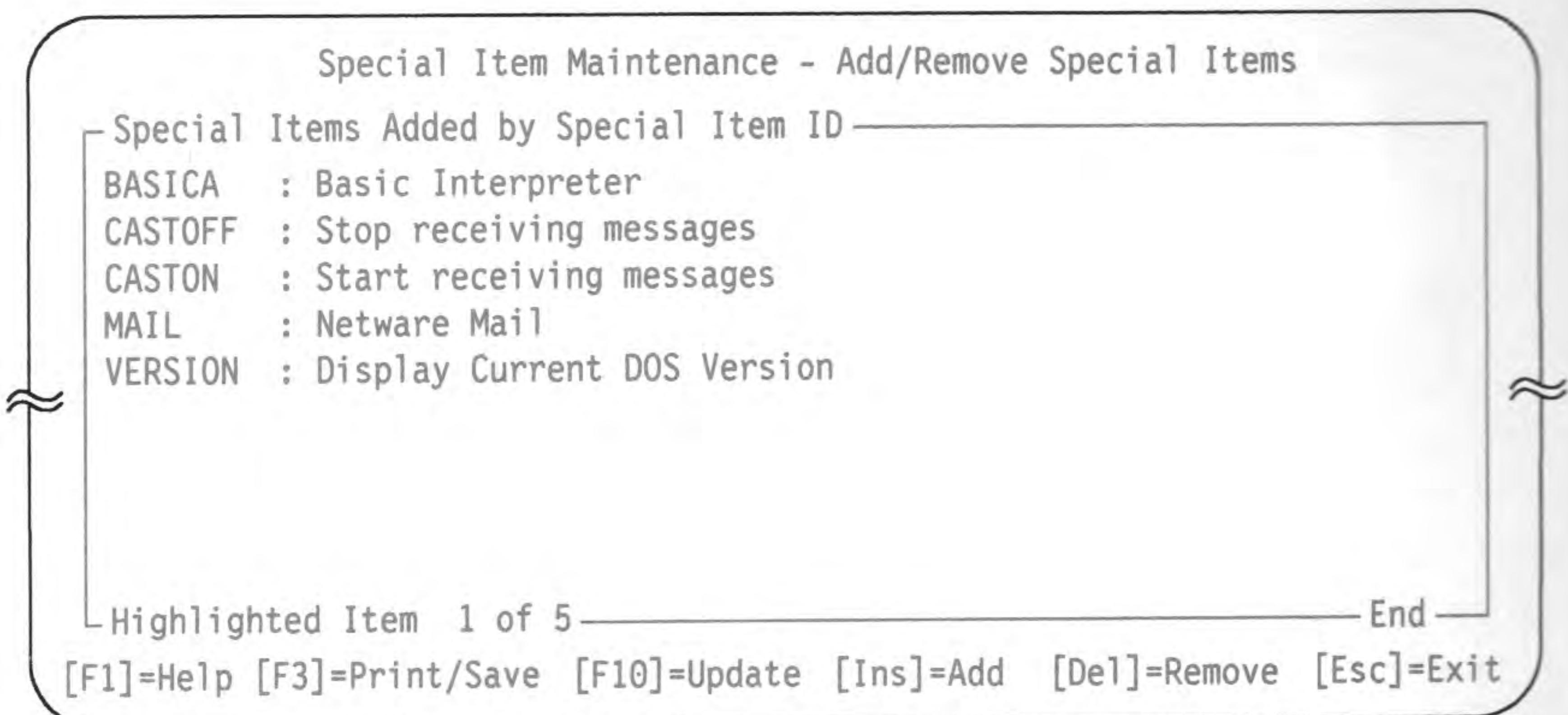
### Add/Remove Special Menu Items

The Add/Remove Special Menu Items option allows you to add special menu items to the network. The special menu items include both DOS functions and NetWare utilities.

As network administrator, you determine which special menu items are available on the network. You can install special menu items from a list provided with the network, or you can create items to fit the needs of your users. Teachers then can select the items they want to make available to their students or for their own use through the Teacher Application Menu. Office personnel can add these items to their Office Main Menus.

**Note:** The IBM Classroom LAN Administration System Version 1.30 provides a special menu item called Mouse Tutorial, which explains how to use a mouse. It is designed for primary grade levels, and can be used at a workstation with a mouse and voice adapter.

When you select the Add/Remove Special Menu Items option from the Administrator Main Menu, the following Add/Remove Special Menu Items screen is displayed:



From this screen, you can do the following:

#### **Add an Item**

You can select items from the list of those provided by the network, or you can create your own items.

#### **Update an Item**

You can change an installed item without removing it. When you update an item, your changes are automatically provided to all users who access that special menu item.

#### **Remove an Item**

You can make items unavailable. When you remove an item from the list of available items, it is also removed from every menu which accesses it.

#### **Print/Save**

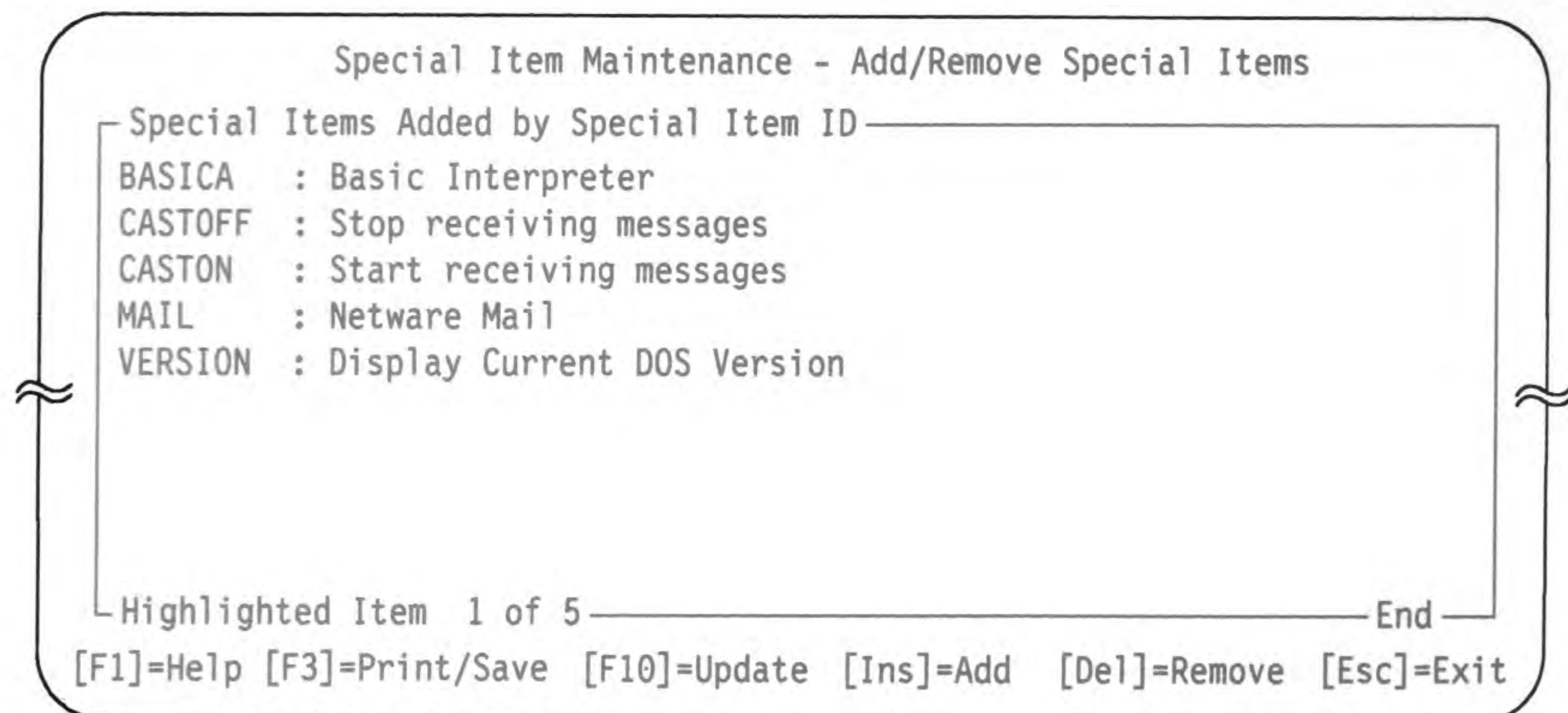
You can save to a file or print the list of special menu items installed by pressing **F3**. For a detailed explanation of this option, see "Print/Save" on page 4-6.

These tasks are explained in the following pages.

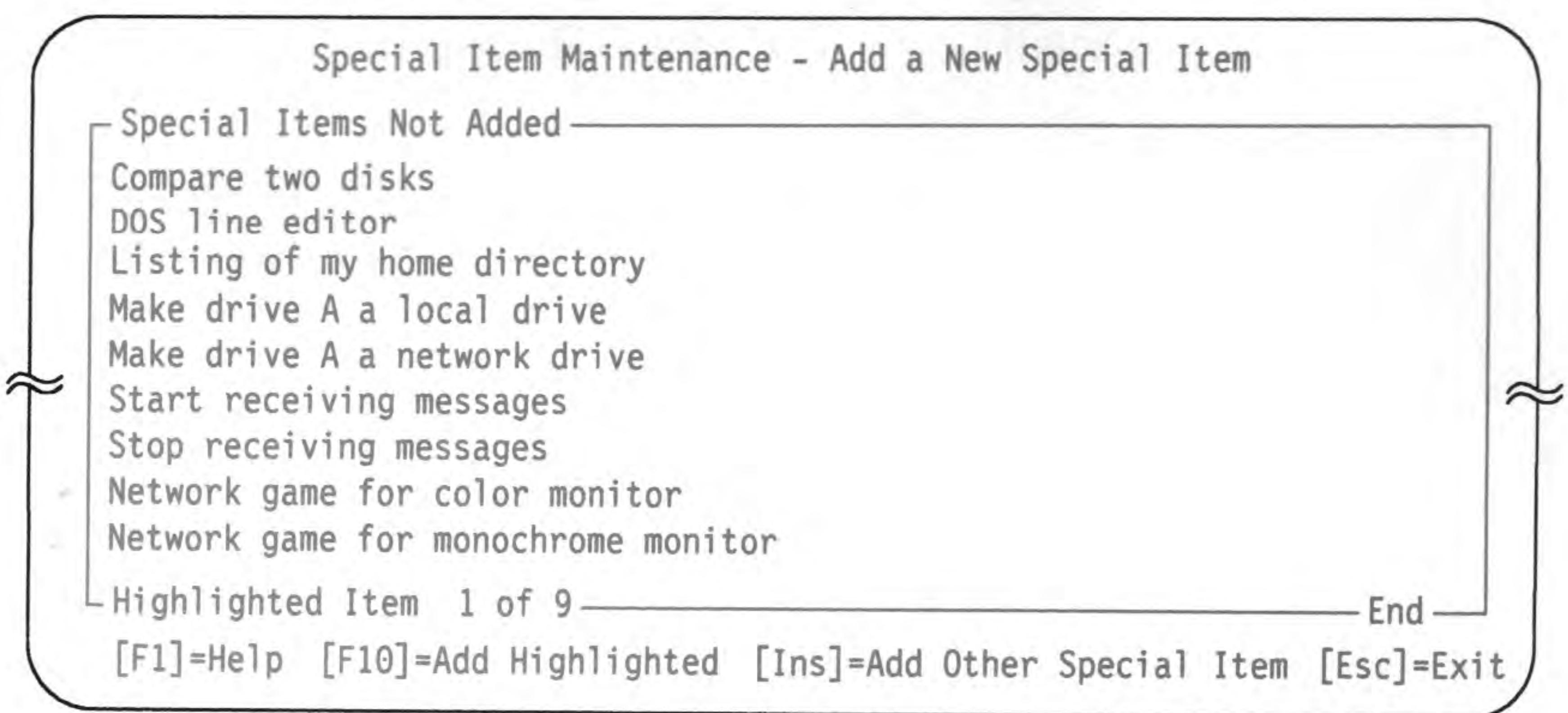
## Install a Special Menu Item

Use the following steps to install a special menu item:

- 1 Select Add/Remove Special Menu Items on the Administrator Main Menu. You see the following screen which lists the special menu items currently installed:



- 2 Press **Ins** to display the following menu, which lists the special menu items that are not installed. The items you see on this screen are not available to users.



From this menu, you can install special menu items that are already on the list or you can create your own items.

- 3 To add an item from the list, position the highlight bar on the item you want to add, and press **F10**. You are then asked if you want to change the installation options. Type **N** if you do not want to change the options. The item is now installed. (You can type **Y** if you want to view or change the options. Refer to "Updating or Removing a Special Menu Item" on page 4-33.)
- 4 To add an item that is not on the list, press **Ins**. The following screen appears:

Special Item Maintenance - Add a New Special Item

Installation Options

ID.....[ ]

Description.....[ ]

Start Instructions..[ ]

[F1]=Help [F10]=Save Options [Tab]=Next Line [Esc]=Exit

- 5 Enter the following information in the fields:

#### **ID**

The ID appears only on network administrators' screens. This ID is not seen by office personnel, teachers, or students. If the item is a NetWare or DOS command, you can use the name of the command as an ID, such as COPY or DISKCOMP.

#### **Description**

The description is the explanation of what the command does. Teachers, students, and office personnel see this description on their menus. You must provide an explanation in this field that is helpful to inexperienced users.

## Start Instructions

The start instruction is the command in its complete form. If there are a number of commands used in the function you are creating, be sure to separate each individual command with a caret (^).

### Example

The following is an example of an item you can create to let users look at a directory listing of a local drive. A local drive is a workstation's fixed disk or diskette drive. Any ID can be used. Try to use an ID that lets you and other network administrators understand the function of the item.

ID...[LOCALDIR ]

Next, include a description that explains exactly what the item does.

Description...[Directory Listing of my Local Drives]

Finally, enter the start instructions. The start instructions are the commands that make the item work properly.

Start Instruction...[DIR ??Which Drive??: /p^pause]

This start instruction uses the following commands:

#### DIR

The DIR is the DOS command which displays a directory listing.

#### ??Which Drive??

The ??Which Drive?? prompts the user for a drive letter. To create a prompt, enclose the text inside pairs of double question marks.

The user would reply with drive H:, for example.

#### /p

The /p is the DOS parameter to pause after each full screen of information.

#### caret (^)

A caret must separate each command.

## pause

The pause is the DOS command to prompt the user to press a key to continue. This command allows the user to view the screen before returning to the menu.

After you have filled in the information, press **F10** to save the information and install the item. The item is now available to office personnel, teachers, and students.

## Updating or Removing a Special Menu Item

To update or remove a special menu item that has already been installed, complete the following steps:

- 1 Select Add/Remove Special Menu Items on your Administrator Main Menu. The Add/Remove Special Menu Items screen is displayed.
- 2 Use the arrow keys to position the highlight bar on the item you want to modify or remove.
- 3 If you want to remove the item, press **Del**. If the item is on any user's menu, a list of those menus appears. Press **F10** to confirm removal, or press **Esc** to exit without removing the item.

If the item you are removing is used by any classes, inform the teachers that the item is being removed. If the item is being used by any teachers or office personnel, inform them that the item is being removed. When you remove an item, it is removed from all Student, Teacher, and Office Menus where it appeared.

4 If you want to modify the item, move the highlight bar to your choice and press **F10**. The following screen is displayed; it shows the current information for the item you selected.

Special Item Maintenance

Modifying Special Item: MAIL

Description.....[Netware Mail	]
Start Instructions..[ECHO Loading Program^mail	▶

[F1]=Help [F10]=Save Changes [Esc]=Exit

5 To modify information on the Description or Start Instructions fields, type the new information over what is displayed on the screen. The ID cannot be modified. When you finish, press **F10** to save your changes.

## User ID Options

The network administrator uses the User ID Options to add and remove the user IDs and modify user information for the network.

### Add New User IDs

Use the Add New User IDs option to add user IDs to the network user list. Types of user IDs include network administrator, office personnel, student, and teacher. Generics are a type of student user ID that enable those without user IDs to use selected programs on the network. A generic ID can use selected programs and the System Pop-up Menu, but cannot save or modify any network files.

You can add user IDs to the network either by entering each user's information in the fields displayed on the screen or by creating a file that contains the necessary information. Both ways are explained in the following sections:

**Note:** NetWare security services are available to users added to a system operating with NetWare 2.12 or higher.

Particularly useful are the options for limiting disk space per user and limiting concurrent logins. The option for limiting disk space can be used only if the person installing Advanced NetWare selected Y (for yes) to limit disk space.

To make use of these options, the NetWare System Configuration program should be run from the NetWare Utilities Menu under the NetWare Options on the System Operator Main Menu. This must be done before adding users. Refer to "NetWare Options" on page 3-7.

After you select the Add New User IDs option, the screen displays the fields for entering a new user ID. The following is an example of the Add User ID Utility screen:

Add User ID Utility

— Add New User ID Information —

User ID.....	[ ]
Full Name (Last, First MI)...	[ ]
User Type (A,G,O,S,T).....	[ ]
Password.....	[ ]
Grade.....	[ ]

[F1]=Help [F2]=Include File [F10]=Include User [Tab]=Next Field [Esc]=Exit

The definition for these fields are as follows:

#### **User ID**

The user ID is used each time someone logs into the network. You can specify up to 10 characters for a user ID. If no user ID is provided, a user ID is automatically created from the user's full name. A user ID created from a name can contain up to 8 characters of the last name followed by the first initial, as illustrated in the following examples:

Poe, Edgar Allan creates POEE  
Washington, George creates WASHINGTG  
Smith, John creates SMITHJ

If there is a duplicate ID, the middle initial is used. If there still is a duplicate, a number is added to the end of the ID instead of the middle initial. For example, SMITH, JEAN J would appear as SMITHJ0.

#### **Full Name (Last Name, First Name, M.I.)**

All users are listed alphabetically by their full name. You can use up to 38 characters for each full name. This is a required field; it must be completed.

If you do not place a comma at the end of the first word in Full Name, the name is assumed to be in the following order: first, middle, last. For example, Brad J. Fraley is listed as Fraley, Brad J.

Last names containing spaces should use the underscore (\_) to join letters. For example, Vincent Van Gogh would be entered as: Van\_Gogh, Vincent. The underscore also is useful when entering team ID names to be displayed by Automatic Login. For example, to allow the two ID names Lisa and David to be used as one team ID, type Lisa\_David, putting the underscore between the two names. The shorter name should be used first.

#### **User Type (A,G,O,S,T)**

You can assign users to one of five types: administrator (A), generic (G), office (O), student (S), or teacher (T). Type A, G, O, S, or T to complete this field.

##### **Additional Information**

A user can belong to more than one user type only if that person is assigned a different user ID for each user type.

Full Name and User Type are the only required fields. User ID, Password, and User Grade are optional fields. If a user ID is not specified, one is generated automatically.

#### **Password**

You can use up to 10 characters for a password. Users must know their passwords to log into the network.

The word *none* in the password field when adding a student indicates that the student receives no password. If the password field is left empty, the student does not have a password, and the student never sees a Change Password option on the Student Main Menu. If you would like to give the student the option to have a password but you do not want to specify what it will be at this time, you should put the word *none* in the Password field. Generic user IDs cannot have passwords.

#### **User Grade**

Enter the grade level of the student. The grade can be one or two characters. If the users are teachers, network administrators, or office personnel, this field can be blank or a grade can be assigned.

## Add New User IDs by Completing the Fields

To enter the new user ID, complete the following steps:

- 1 Select Add New User IDs on your Administrator Main Menu. The Add User IDs Utility screen is displayed.
- 2 Complete the screen by typing the information for the fields you need. Press **Tab**, **Enter**, or the Down Arrow key to move to the next field.
- 3 The User Type, Password, and Grade fields are empty the first time you use this screen. After the first time, these fields retain the information from the previous entry.

The Full Name and User Type fields are required and must be completed. To leave any other field blank, press **Tab**, **Enter**, or the Down Arrow key to move to the next field.

- 4 To see a help screen for any one of the fields, position the highlight bar in the field and press **F1**.
- 5 Press **F10** after you have completed the desired fields.

You see this message:

Adding USER ID user\_id

If a student was added to the network without a password, you see this message:

Password option.. [ ]

If you want to assign the password option to the student, type **Y** and press **F10**. The password option allows students to establish their own password. You may not want to assign the password option to younger students; it is difficult for them to remember both their user IDs and passwords.

If you *do not* want to assign the password option to the student, type **N** and press **F10**, or press **Esc**.

- 6 Press **Esc** when you are finished entering new users.
- 7 You see this question:

Print a list of user IDs you added?

Press **F10** to print a list of the new user IDs. If you let the IBM Classroom LAN Administration System Version 1.30 generate user IDs, it is a good idea to print the list as a record of the generated user IDs. Press **Esc** to return to your Administrator Main Menu.

### **Create a File to Add New User IDs**

You can use any ASCII text editor to create a file of information about the new users you are adding and then use that file to enter all the user IDs. Use the following guidelines when creating your file:

- Each line of the file must contain information about a separate user ID.
- The Name field is the only required field on each line. The user ID is generated if no User ID field is found on the line.
- The user type is recorded as S (student) if no type is found on the line.
- The following fields are used to identify new user information. Each field you provide must be preceded by a field name. Each field name must end with a colon. The order of the fields on the line does not matter. Spaces are permitted between fields.

#### **User ID**

The user ID is used each time someone logs into the network. You can specify up to 10 characters for a user ID. If no user ID is provided, a user ID is created from the user's full name.

A user ID created from a name contains up to eight characters of the last name followed by the first initial. If the ID is not unique, the middle initial is appended. If the ID is still not unique, or if the user has no middle initial, a digit is appended. Examples:

Washington, George creates WASHINGTG  
Smith, John creates SMITHJ

#### **Name**

All users are listed alphabetically by their full names. You can use up to 38 characters for each full name. This is a required field; it must be completed. If you do not place a comma at the end of the first word in the Full Name field, the name is assumed to be in the following order: first, middle, last. For example, Brad J. Fraley is listed as Fraley, Brad J.

Last names containing spaces should use the underscore (\_) to join letters. For example, Vincent Van Gogh is entered as: Van\_Gogh, Vincent. The underscore also is useful when entering team ID names to be displayed by Automatic Login. Place the underscore between the two names with the shorter name first, as in the example **Lisa\_David**.

### User Type

You can assign users to one of five types: administrator (A), generic (G), office (O), student (S), or teacher (T). Type **A**, **G**, **O**, **S**, or **T** to complete this field. If no type is listed, the network assumes the user is a student.

#### Additional Information

A user can belong to more than one group only if a unique user ID is assigned to that person for each group. No single ID can belong to more than one group.

Full Name and User Type are the only required fields. User ID, Password, and Grade are optional fields. If one is not specified, a user ID is generated automatically.

### Password

You can use up to 10 characters for a password. Users must know their passwords to log into the network. A password of *none* or an empty password field gives the user no password.

The word *none* in the password field of a student indicates that the student receives no password, and the Change Password option is displayed on that student's Student Main Menu. If the password field is left empty, the student does not have a password, and the student never sees a Change Password option on the Student Main Menu. If you would like to give the student the option to have a password but you do not want to specify what it will be at this time, you should put the word *none* in the Password field. Generic user IDs cannot have passwords.

### User Grade

Enter the grade level of the student. The grade can be one or two characters. If the users are teachers, network administrators, or office personnel, this field can be blank or a grade can be assigned.

The following is an example of lines in a file of new user IDs:

```
UserID:fraley Name:Fraley,Brad Type:S Grade:8
Name:Bearman,Rob Grade:2
UserID:hyde Name:Hyde,Don Type:A Password:Summer
UserID:rodriguez Name:Rodriguez, Maria Type:T
Name:Harrellson, David Grade:3
Name:Mason, Rick
Name:Delaney, Kim Type:0
```

### Add User IDs from a File

After you select Add New User IDs on your Administrator Main Menu, your screen displays the fields for entering a new user. To add new users from your file, complete the following steps:

- 1 If your file is on diskette, insert your diskette into the drive of your workstation.
- 2 Press **F2**.
- 3 Type the name of your file when prompted and press **F10**. If the file is in a workstation drive (any workstation drive can be used) or a network drive other than H, type the appropriate drive letter followed by the filename.  
A message is displayed as each user is added to the network from the file. When all new users have been added, the filename prompt is displayed.
- 4 When you have finished adding your files to the network, press **Esc** at the filename prompt. You see the screen with new user fields. If you press **Esc** again, you see this prompt:  
Print a list of user IDs you added?
- 5 Press **F10** to print the list of new users. Press **Esc** to return to your Administrator Main Menu.

If no user ID is specified in the file, a user ID is created when the file is added. Check the printout to get the user ID which was created from the name.

## Remove User IDs

Select Remove User IDs to remove user IDs from the network. You can remove any type of user ID, including network administrators, office personnel, teachers, students, and generics. You need the passwords of network administrators, office personnel, and teachers when removing their user IDs. You do not need students' and generics' passwords to remove their IDs.

When you select the Remove User IDs option, a list of all network users is displayed.

Remove User ID Utility

User Name	User ID	Gr.	Type
ADMINISTRATOR	ADMIN	XX	XX
Alpern, Ed	ALPERN	3	S
Dalezman, Joe	DALEZMAN	3	S
Fraley, Brad	FRALEY	3	S
Gray, Peggy	GRAY	3	S
GUEST STUDENT	GUEST	XX	XX
Harrellson, David	HARRELLSON	3	S
Hastrup, Lillemor	HASTRUP	5	S
Heilmeier, Sara	HEILMEIER	5	S
Kelly, Mark	KELLY	5	S
Kimraj, Ron	KIMRAJ	5	S
Laird, Joy	LAIRD		T
Lee, Robert	LEE	5	O
Margot, Charlene	MARGOT	5	S
Mason, Rick	MASON	3	S
Mathur, Neera	MATHUR	3	S
Pardonner, Jill	PARDONNER		T
Potts, Joe	POTTS		A
SYSTEM OPERATOR	SYSOP	XX	XX
Vollmer, Bob	VOLLMER	3	S

Highlighted Item 1 of 20

End

[F1]=Help [F2]=File Remove [F10]=Confirm Remove [Del]=Remove ID [Esc]=Exit

## Remove Individual Users from the Network

To remove a user ID from the network, complete the following steps:

- 1 Select **Remove User IDs** on your Administrator Main Menu. The list of network users is displayed.
- 2 Position the highlight bar on the user ID you want to remove.
- 3 Press **Del** to mark the user ID to be removed. You can mark more than one user ID.

### Additional Information

To unmark a user ID that is marked for removal, position the highlight bar on the marked user ID and press **Del** again.

- 4 To remove the marked user IDs, press **F10**. You must verify the password to remove network administrators, office personnel, or teachers. A message is displayed on the screen as each user ID is removed.
- 5 If you press **Esc** when you see the list of user names, you see this question:  
Print a list of user IDs you removed?
- 6 Press **F10** to print the list of users who were removed on the network printer. Press **Esc** to return to your Administrator Main Menu.

## Remove a File of Users from the Network

To remove a file of users, first create a file using a word processor or text editor, then follow these steps:

- 1 Select **Remove User IDs** on your Administrator Main Menu. The list of network users is displayed.
- 2 Press **F2**. The Remove User IDs from File screen is displayed.

**3** Type the name of your file when prompted, and press **F10**. If the file is in a workstation drive (any workstation drive can be used) or a network drive other than H, enter the appropriate drive letter followed by the filename.

#### **Additional Information**

In the file, all you need to remove is the user ID or name prefixed by the appropriate field name. If the user is a network administrator, office person, or teacher, you must have the user's password to remove the user from the network. If it is not in the file, you are prompted on the screen to provide the password. Other fields are ignored.

Refer to "Create a File to Add New User IDs" on page 4-39 for additional information.

A message is displayed on the screen as each user is removed from the network.

When all users have been removed, the filename prompt is displayed.

**4** When you have finished removing user IDs from a file, press **Esc** at the filename prompt. You see the screen with the list of user names. If you press **Esc** again, you see this question:

Print a list of user IDs you removed?

**5** Press **F10** to print the list of removed user IDs on the network printer. Press **Esc** to return to your Administrator Main Menu.

## **List/Modify User Information**

The List/Modify User Information option allows you to display a list of users and modify network information about them. A selective list of users can be defined by name, grade, or type. The requested display can be viewed, printed, modified, or saved to a file.

The first screen of this option allows you to define the list you want displayed:

List/Modify User Information Search Arguments

Name(s)...[	► (Blank = All Names)
Type(s)...[ ]	(Blank = All Types)
Grade(s)...[	► (Blank = All Grades)

NOTE: Leave all three fields blank and press [F10] to see entire user list.

[F1]=Help [F10]=Continue [Esc]=Exit

When this screen is displayed, each of the Name, Grade, and Type search fields are blank. A blank search field lists all users. Use the search fields to define the list you want to display.

Help information is available for each of the search identifiers. For help information, place the highlight bar on the Name, Grade, or Type search field and press **F1**. If you do not want to continue, press **Esc** to return to the List/Modify User Information screen.

If you want to continue with this option, type in the search arguments, then press **F10**.

Your list is displayed as illustrated in the following sample:

List/Modify User Information Utility			
Type: T,S			
User Name	User ID	Gr.	Type
Kimraj, Ron	KIMRAJ	05	S
Laird, Joy	LAIRD		T
Lee, Robert	LEE	05	O
Margot, Charlene	MARGOT	05	S
Mason, Rick	MASON	03	S
Mathur, Neera	MATHUR	03	S
Pardonner, Jill	PARDONNER		T
Vollmer, Bob	VOLLMER	03	S

Highlighted Item 10 OF 17      End      PgDn

[F1]=Help    [F3]=Print/Save    [F10]=Modify User Highlighted    [Esc]=Exit

The list includes each user's name, user ID, grade, and type (network administrator, office personnel, teacher, or student). The display is sorted alphabetically by last name.

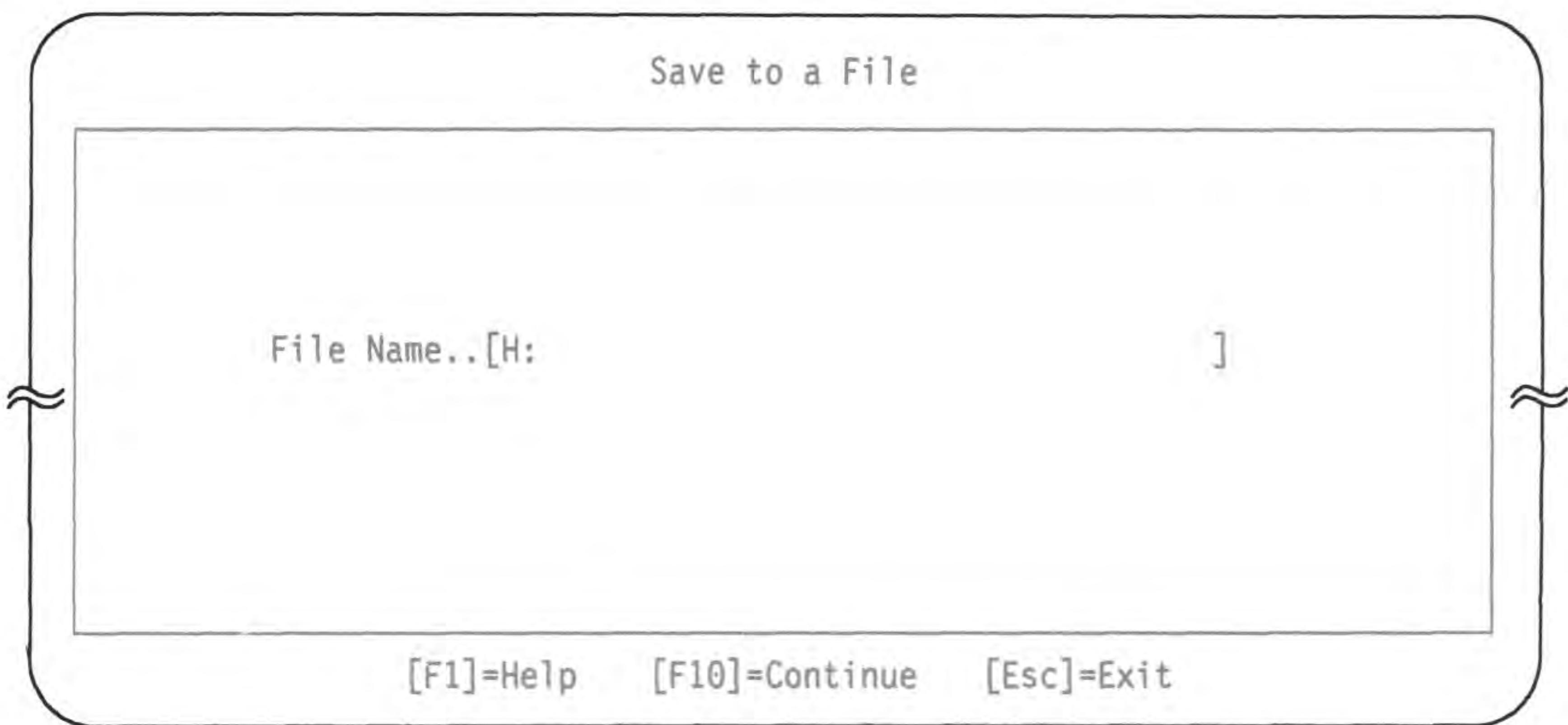
In addition to viewing the display you requested, you can print the displayed list or save it to a file. Press **F3** to display the Print/Save Options screen.

Print/Save Options	
■ Use the left and right arrow keys to switch between "Print the Report" and "Save to a File".	
■ After making a selection, press [F10] to continue.	
[ Print the Report ]	
[F1]=Help    [F10]=Continue    [Esc]=Exit	

Press F10 when the Print the Report option is displayed. The printed report looks like this:

USER REPORT				
		Page 1		
Date 05/11/87		Time 10:32		
Name	UserID	Grade	Type	
Alpern, Ed	ALPERN	03	S	
Dalezman, Joe	DALEZMAN	03	S	
Fraley, Brad	FRALEY	03	S	
Gray, Peggy	GRAY	03	S	
Harrellson, David	HARRELLSON	03	S	
Hasstrup, Lillemor	HASTRUP	05	S	
Heilmeier, Sara	HEILMEIER	05	S	
Kelly, Mark	KELLY	05	S	
Kimraj, Ron	KIMRAJ	05	S	
Laird, Joy	LAIRD		T	
Lee, Robert	LEE	05	S	
Margot, Charlene	MARGOT	05	S	
Mason, Rick	MASON	03	S	
Mathur, Neera	MATHUR	03	S	
Pardonner, Jill	PARDONNER		T	
Potts, Joe	POTTS		A	
Vollmer, Bob	VOLLMER	03	S	

To save the requested list to a file, use the Left or Right Arrow key to display the Save to a File option. Press **F10** and the following screen is displayed:



To save the file of students to your home directory, type the filename after the H: on the screen.

You can save the file of students on a workstation drive. Type the drive and file information as shown in the following illustration:

b:filename

Replace filename with the name of your file. You can use any workstation drive by specifying the appropriate letter.

Press **F10** to save the file. Each line of the file contains the following field names, followed by information from the displayed list:

USERID: NAME:

Press **Esc** twice to return to the List User ID screen.

Files created by this option can be used as input files when adding and removing IDs. The IDs from one server can be added to another server by listing them to a file. The file created can then be used as an input file to create the same IDs on another server.

To modify user information, complete the following steps:

1 Select List/Modify User Information on your Administrator Main Menu. The List/Modify User Information Search Arguments screen is displayed.

2 Type the search criteria in the appropriate fields.

To edit information about a particular user, type the name of a user in the Name field, then press **F10**.

To get a list of all users that belong to a particular group, type the search criteria, such as **S** for all students, in the Type field for a group of users, then press **F10**.

To get a list of all users on the network, leave the search argument fields blank, then press **F10**.

The list of users that you requested is displayed. Use the arrow keys to position the highlight bar on a name, then press **F10**. The Modify User Information screen is displayed.

Modify User Information

User ID : HARRELLSON
Full Name (Last, First MI).. [HARRELLSON, WILLIAM D]
Grade.....[ 3]
Password...[DAVID]

[F1]=Help [F10]=Continue [Tab]=Next Line [Esc]=Exit

Unable to read User password.  
Continuing from this screen will cause the User's full name, grade and password to be changed.

**Note:** On Advanced NetWare Version 2.12 or higher, the password field will not display the user's password.

You can modify user information without removing users and adding them to the network again.

3 After the necessary changes have been made to the user information, press **F10**. You are returned to the List/Modify User Information Search Arguments screen.

- 4 At this point, you can modify another user's information by selecting another user, or press **Esc** twice to return to your Administrator Main Menu.

## **Format Log Data for Host**

**Note:** This option was named "Collect Student Logs" in IBM Classroom LAN Administration System Version 1.11.

The IBM Classroom LAN Administration System Version 1.30 logs information as students use the various courseware programs installed on the network. Teachers can view and discard these student activity log files as they choose. Other school and district personnel also can use the log files to track which programs are being used most often and which programs improve test scores.

The Format Log Data for Host option allows you to gather all the student activity log files currently stored on the server in a single file. This file can be transferred to a host computer.

The single file contains only those log records that have not been collected. There are no multiple listings of a given log.

**Note:** You do not have to run this option for teachers to run the Class Reporting Options.

For more information on this option, refer to Appendix E, "Using a Host/Network Interface."

## **Advance Students' Grade Level**

The Advance Students' Grade Level option allows you to advance all or some students' grade level on the network by one grade level.

- 1 Select Advance Students' Grade Level on your Administrator Main Menu.

The screen displays the list of names of all the students on the network and their grade levels.

2 Press **F7** to mark all students on the list for advancement. To unmark the students who should not be advanced, use the arrow keys to position the highlight bar on the name and press **Ins**.

3 To advance individual students, use the arrow keys to position the highlight bar on the student's name, then press **Ins**.

4 Press **F10** to save the change, or press **Esc** to leave this program without any change.

If you want to advance a student who does not have a grade level, you are prompted for a new grade for the student.

5 If you attempt to change the grade level of any student more than once during one run of this program, a pop-up window is displayed with a warning message. This window identifies the student and states that the student has already been advanced. You can select option **Y** or **N**, or press the **Esc** key.

- Enter **Y** to advance the student again.
- Enter **N** to indicate that the student should not be advanced again. Entering **N** also brings you back to the previous screen with no changes made to that student's grade level.
- Press **Esc** to discontinue and return to the previous screen.

You see that the student name is still marked. To unmark, press **Ins**.

6 Press **Esc**. A pop-up window appears. This window asks if you want a printed list of the advanced students.

- Press **F10** for a printout on your default printer.
- Press **Esc** if you do not want a printout; you will be returned to your Administrator Main Menu.

## Customize Options

The Customize Options allows you to tailor the IBM Classroom LAN Administration System Version 1.30 to your particular school needs.

### Update School Login Screens

The Update School Login Screens option allows you to manage the school login screens. The screens can be re-ordered, deleted, supplemented, or replaced by using the features available in this option. You can provide up to eight screens for the following:

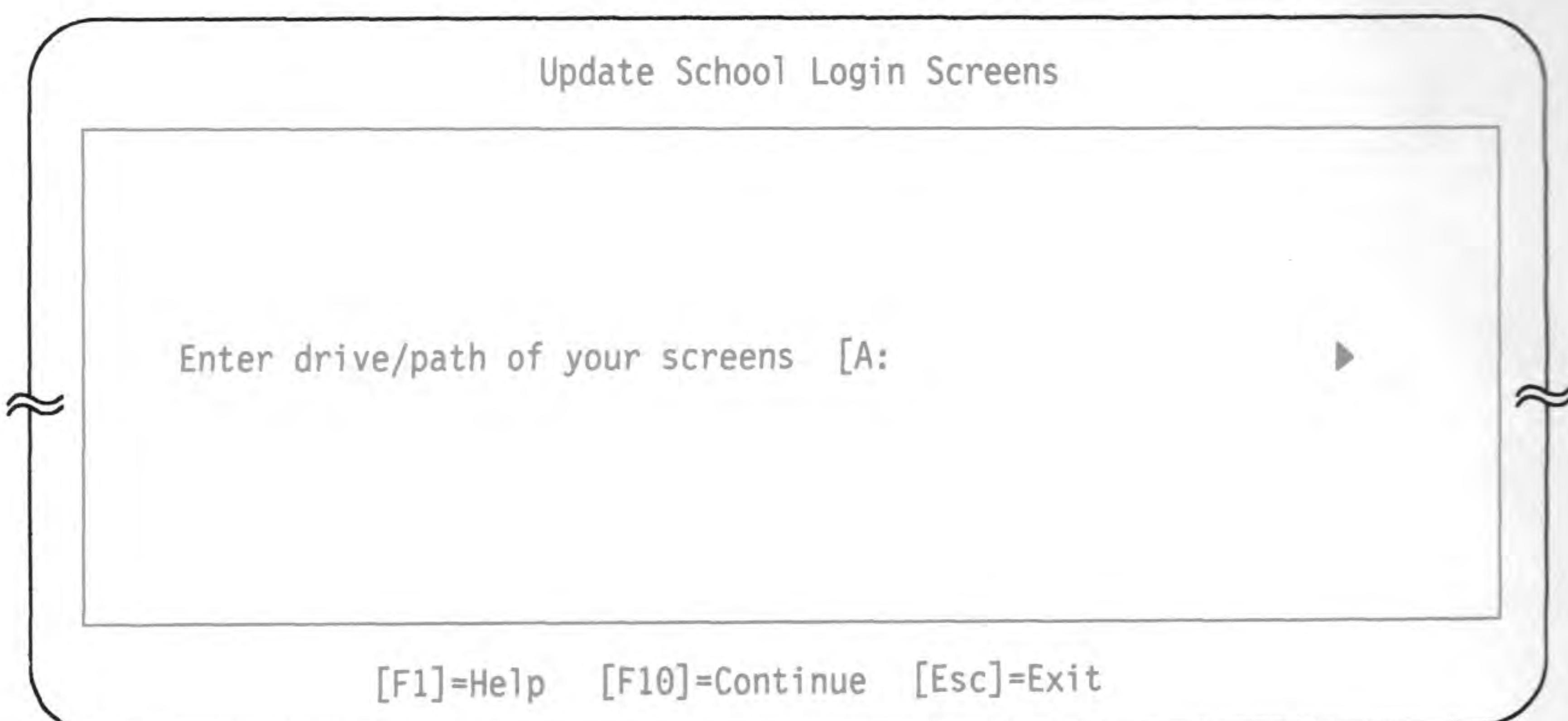
- General interest announcements
- School lunch menus
- School activities
- Scheduled school extracurricular events

The login screens you provide by using this option are seen by all network users before they log into the network. If there are bulletins, these appear on separate screens, and the **PgDn** message is displayed to the right of the login prompt on the initial login screen. You can view eight bulletin screens before logging in by pressing the **PgUp** and **PgDn** keys.

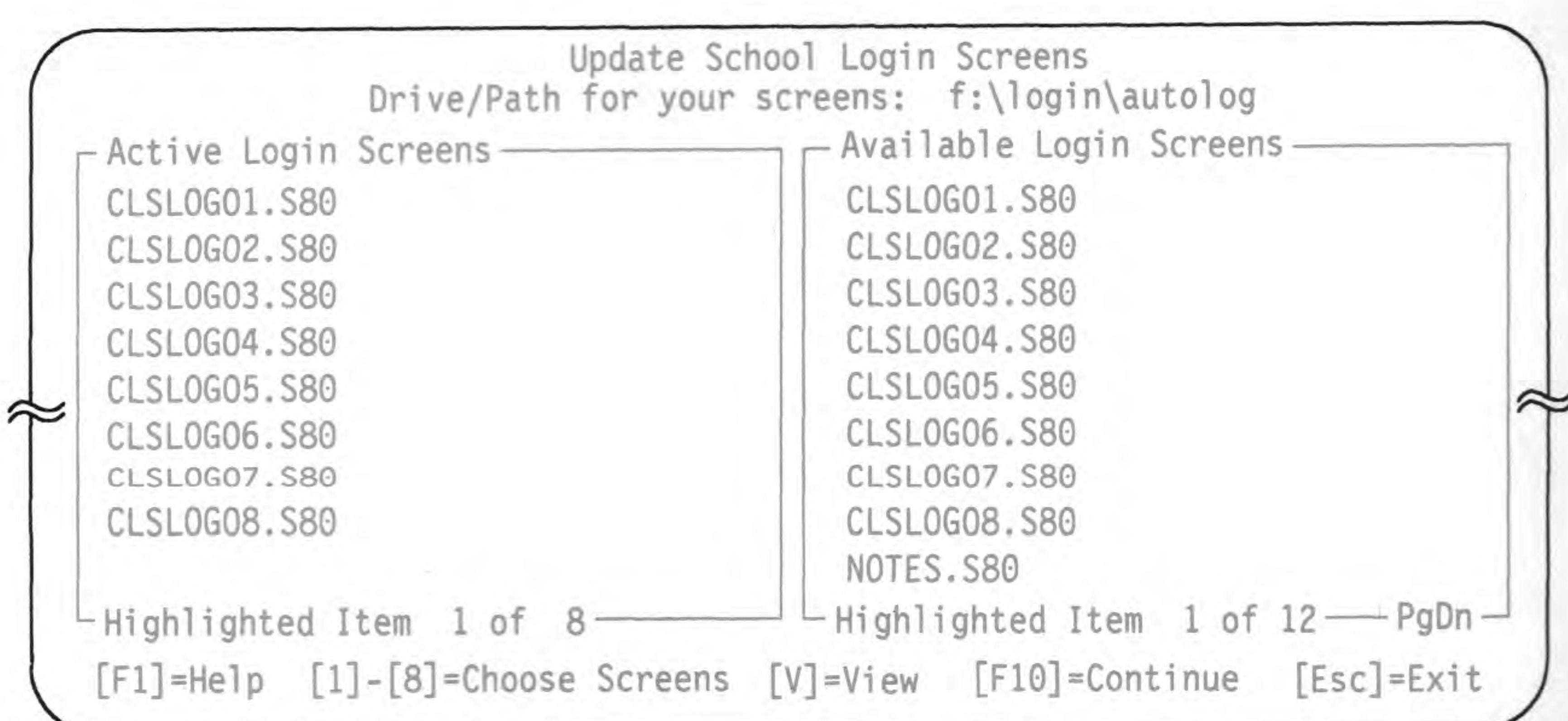
To create screens for this feature, use an editor which saves both colors and characters. IBM *Electric Poet* is an example of such an editor.

The screens must be 80 columns by 25 rows. The file extension must be **S80**.

When you select **Update School Login Screens** on your **Administrator Main Men**, the following screen is displayed:



Type the drive and path for the bulletin screens. If you are not taking the file from a diskette in drive A, type the appropriate drive. Type the path to locate the file and press **F10**. The following screen appears:



The files with extensions of **.S80** are displayed. Electric Poet automatically uses the **.S80** extension on 80-column files. The left (active) side of this screen lists the filenames for the current bulletin screens. The screens are displayed in the order they appear to users. The right (available) side of this screen lists the filenames for the screens that are available.

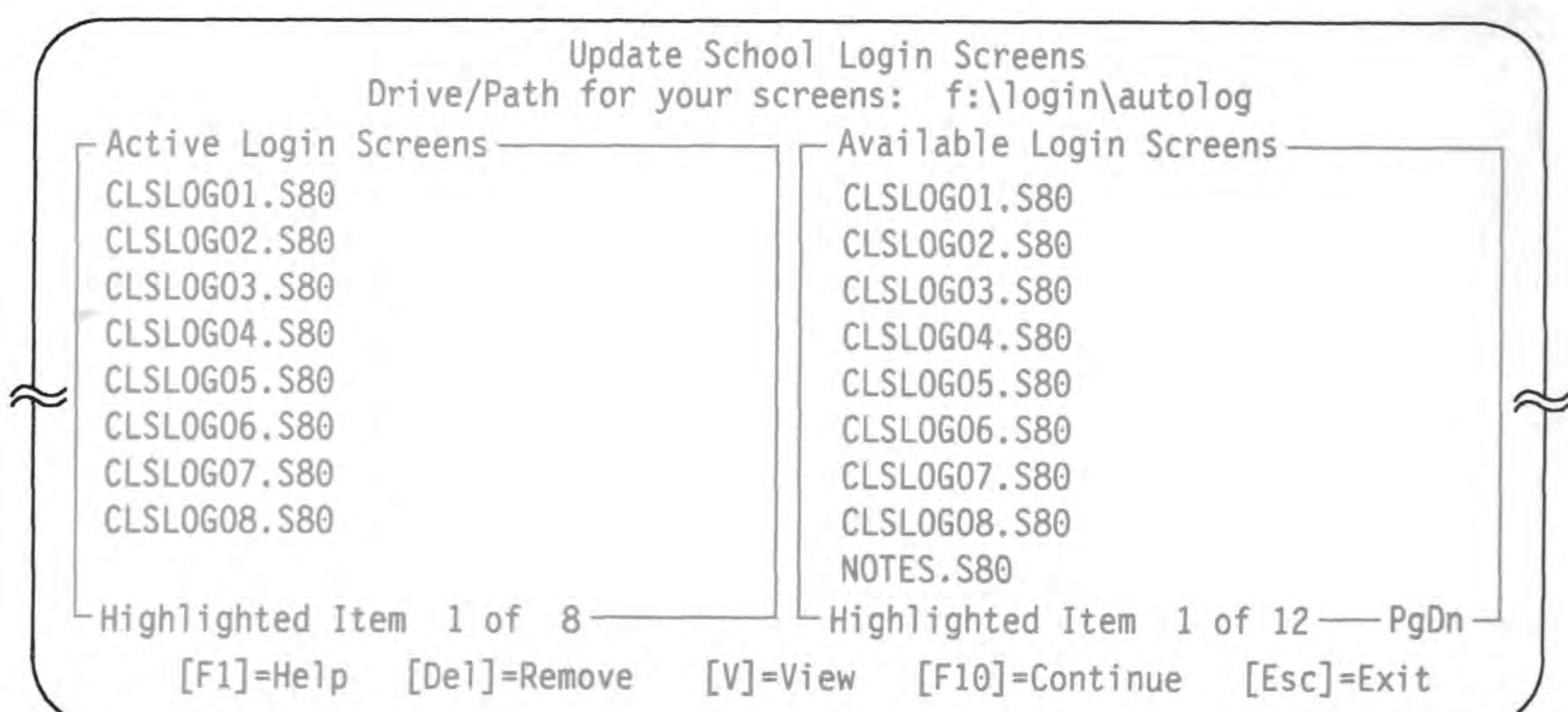
This list includes all the current screens plus the files with an extension of **.S80** found in the drive and path you specified. A maximum of 24 screens can be displayed on the right side.

To make an available login screen an active login screen, complete the following steps:

- 1 Use the arrow keys to move the highlight bar to the right (available) side.
- 2 Use the arrow keys to position the highlight bar on the filename of the bulletin screen you choose to make active.
- 3 Press one of the number keys (1 to 8) to determine the viewing sequence. The selected filename is placed on the left (active) side at the position specified.
- 4 Press **F10** to save your changes and return to your Administrator Main Menu. When you save your changes, the files on the left (active) side are renamed to **CLSLOGOn.S80** where *n* represents the position in the viewing order (1-8).

To remove an Active Login Screen from the left (active) side, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on the left (active) side. The following screen is displayed:



- 2 Use the arrow keys to position the highlight bar on the filename for the bulletin screen you choose to delete from the active list.
- 3 Press **Del**. The file is removed from the left (active) side.

Press **V** to view the active bulletin screens in the order that users can see them. The location of the highlight bar is not important. Use **PgUp** and **PgDn** to check the order of the screens. Press **Esc** to stop viewing the screens.

When you are satisfied with the order of the bulletin screens, press **F10**. The screens are copied from your specified drive and path to the Network Login subdirectory.

To exit without changes, press **Esc**.

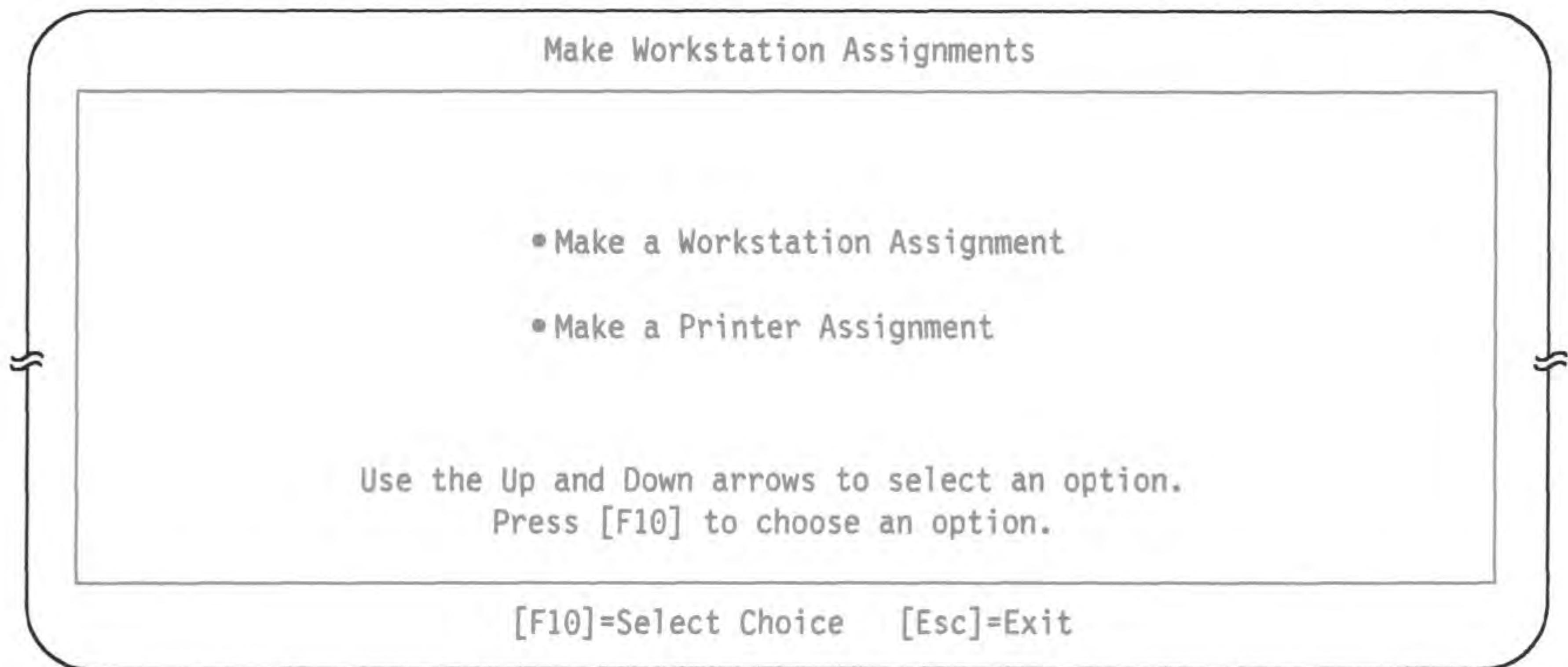
## Make Workstation Assignments

The Make Workstation Assignments option allows you to assign a number to each workstation on the network. You can specify a network printer (if there is more than one) as the default printer for each workstation. This option should be used when the IBM Classroom LAN Administration System Version 1.30 is first installed, or when new workstations are added.

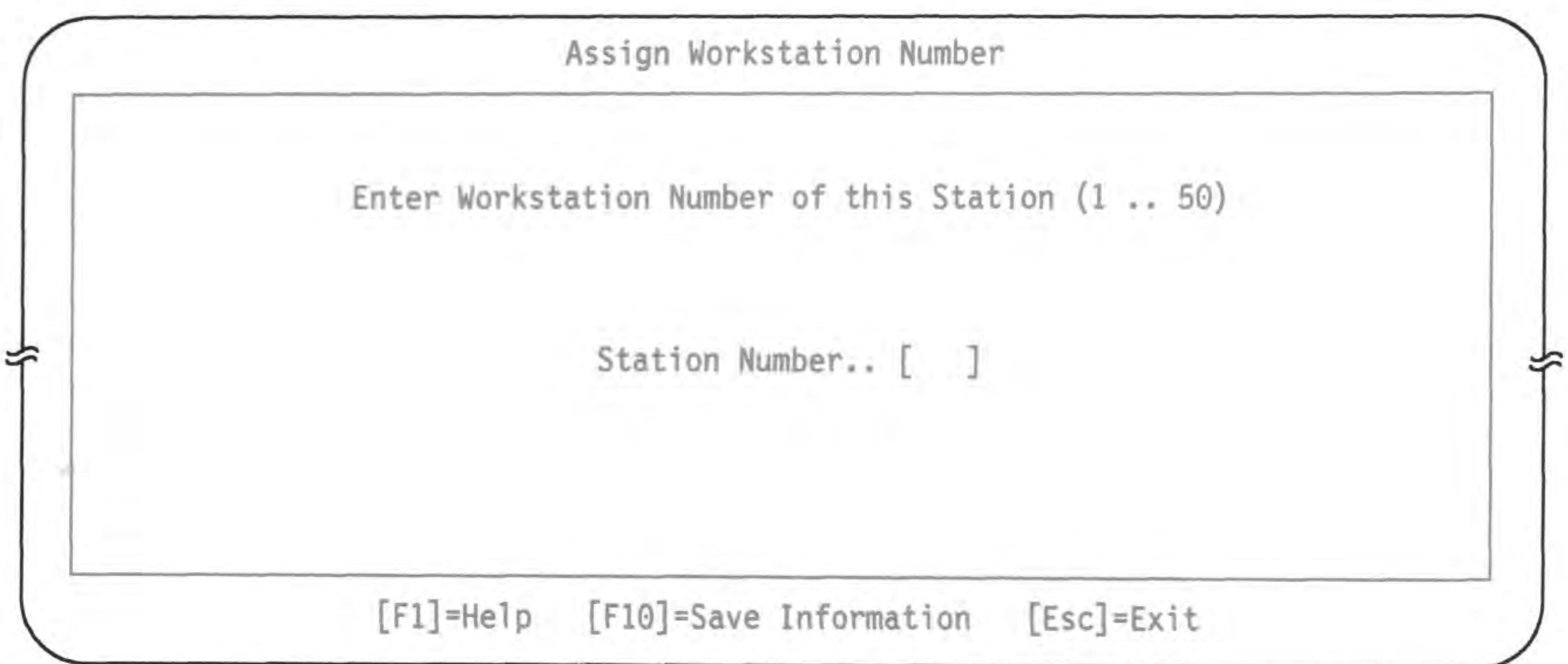
The workstation assignments you make are used by teachers during automatic login. The printer assignment is used to set up the default printer the next time a user logs into the workstation. The new assignments will be set as the default assignments the next time you log into the network. Follow these steps to assign a number and a default printer to a workstation:

- 1 Log into the network using the workstation to which you want to assign a number, a printer, or a number and a printer. You must log in at each workstation for which you are making new workstation and printer assignments.

**2** Select Make Workstation Assignments from your Administrator Main Menu. When you select this option, the following screen appears. It allows you to choose either a workstation assignment or a printer assignment.



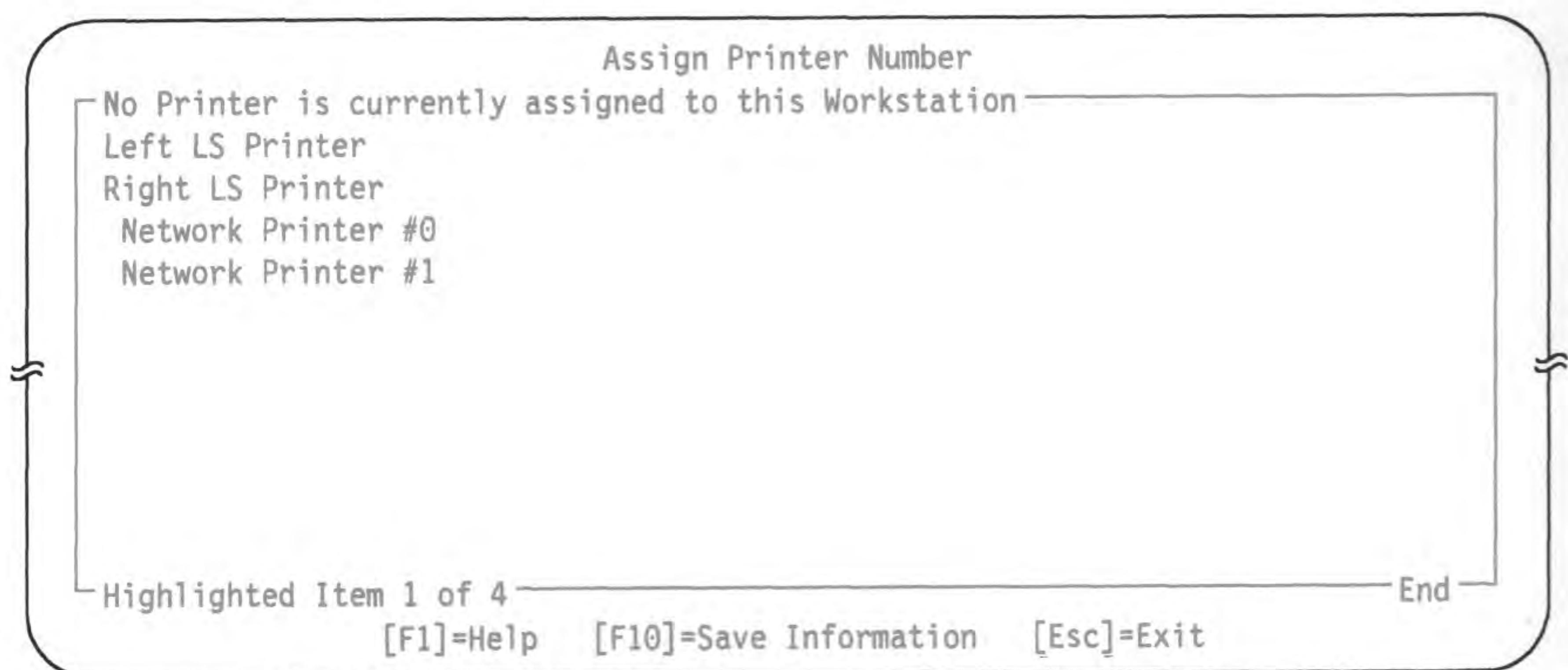
**3** Use the arrow keys to place the highlight bar on an option. Press **F10** to select the option. If you want to leave this menu without making any changes, press **Esc**. If you select Make a Workstation Assignment, go to step 4. If you select Make a Printer Assignment, go to step 5.



**4** Type a workstation number in the displayed field. The minimum and maximum numbers are displayed on the screen. Press **F10** to assign the number to the workstation.

When you have completed assigning workstations, press **Esc** to return to the Make Workstation Assignments screen. If you decide not to assign a workstation, press **Esc** and you are returned to the Make Workstation Assignments screen. Press **Esc** again to leave this program.

- 5 The Assign Printer Number screen presents you with a list of available network printers, as illustrated in the following screen:



Use the arrow keys to place the highlight bar on the name of the printer you want to assign to this workstation. The printer currently assigned to this workstation is highlighted at the top of the list of printers.

- 6 Select the printer from the list and press **F10**. The printer you selected is now assigned to this workstation. When you have completed assigning printers, press **Esc**. If you decide not to assign a printer, press **Esc**. This returns you to the Make Workstation Assignments screen.
- 7 Press **Esc** again to leave this program.

Once the assigned numbers for the workstation and printer are selected and saved, they are set as permanent assignments for the workstation.

## Make/Remove Printstations

The Make/Remove Printstations option allows you to create or delete a printstation on a local workstation. This option should be run at the workstation that is to be made a printstation.

A printstation is a local workstation whose printer is used as a shared network printer. Printstations eliminate the need for network printers to be physically connected to a file server. By using a printstation, you can share printers in convenient locations. Printers can be located near the people who use them most, without any physical reconfiguration of the network.

When you use a workstation printer as a printstation, the full function of the workstation remains. A printstation's presence is transparent to the user. The only difference between a workstation and a printstation is that, on a printstation, its local printer is no longer available as a local printer. You must select that printer just as you would any other network printer. Refer to "Network Printer Control" on page 2-9 for more information.

Every printer port on the workstation can be made into a printstation. If you have one parallel printer port (LPT1), you can assign one printstation to the workstation. If you have two printer ports, such as a parallel port (LPT1) and a serial port (COM1), two printstations can be assigned to the workstation.

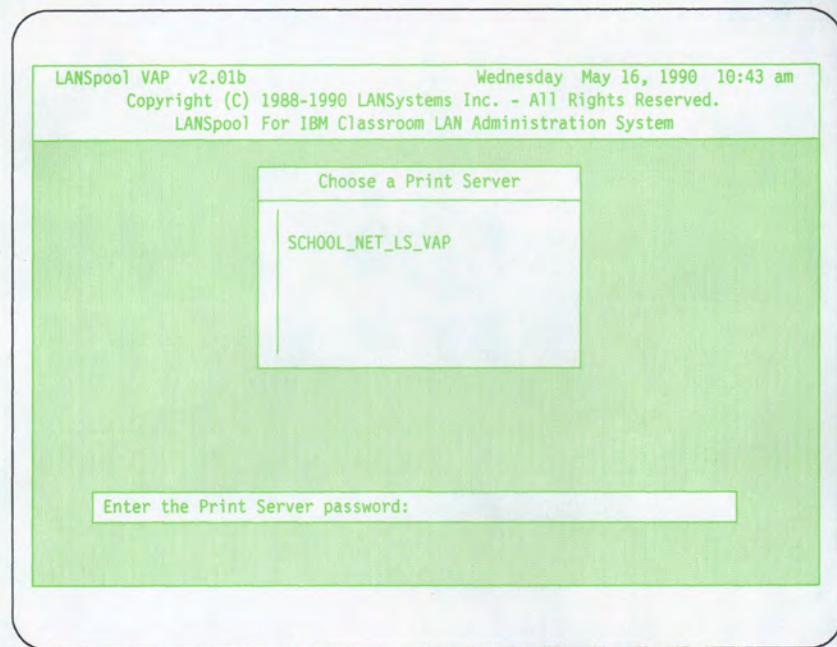
Once a printstation is created, it can be automatically initialized every time the workstation is powered on or rebooted. Refer to "Automatic Printstation Boot-Up" on page 4-63.

### Make a Printstation Assignment

To make a printstation assignment, complete the following steps:

- 1 Log into the network as a network administrator on the workstation which you want to assign as a printstation.
- 2 Select Make/Remove a Printstation from your Administrator Main Menu. A screen appears with a new menu.

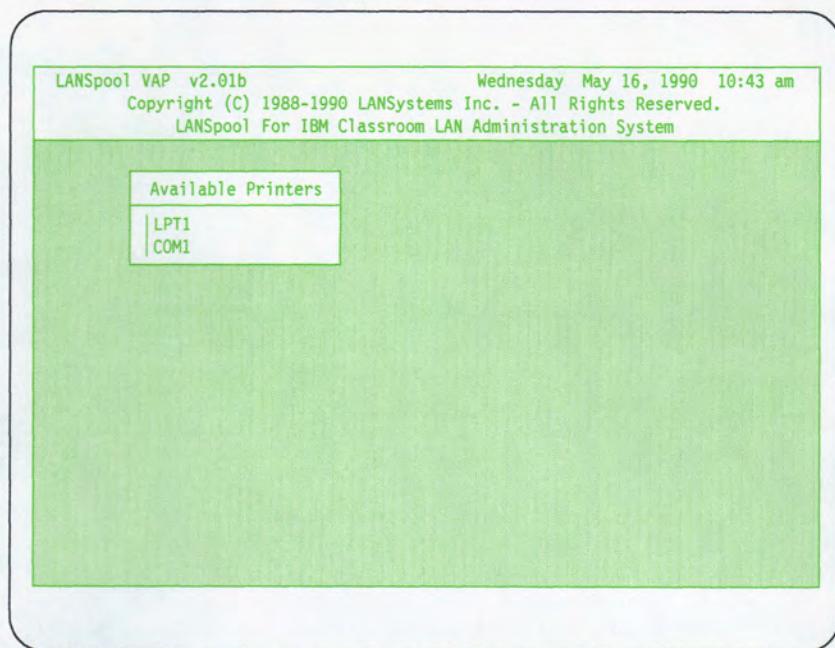
3 Use the arrow keys to position the highlight bar on **Make a Printstation Assignment**. Press **F10** to continue with Make a Printstation Assignment, or press **Esc** to exit without any changes. If you press **F10**, the following screen appears:



4 A list of the print servers on your current file server is displayed. If you have only one print server, the Print Server Password screen is displayed at this time, and you can go to the next step. If you have multiple servers listed, use the Up and Down Arrow keys to select a print server for the printstation you want to create and press **Enter**.

To view all of the print servers located on all of the file servers connected to your network, press **Ins**. You see a list of the print servers on all of the file servers connected to your network.

5 Type the password for the print server, and press **Enter**. (Refer to "Print Server Password" on page G-4 for the password). A new screen appears.



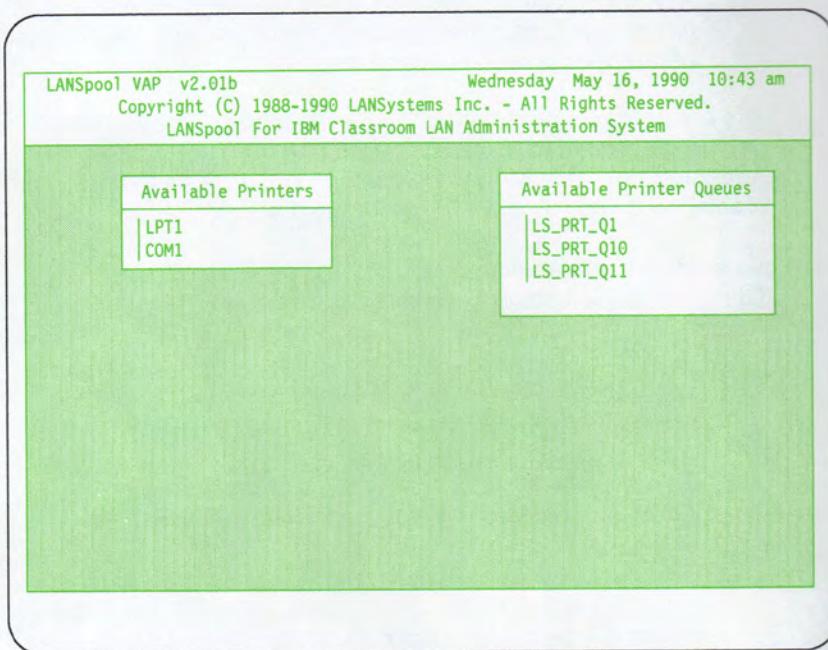
A list of the available printers for this workstation is displayed. This list is based on the number and type of printer ports installed in your workstation.

#### **Additional Information**

If you select a serial printer (COM1 or COM2) as the printstation printer, you are presented with a window containing the printer's configuration. You must verify that the configuration settings are correct for your serial printer. Improper configuration for a serial printer interferes with server/printer communications.

If you have more than one printer port on your workstation and you want to have more than one active printstation, you must run this program for each printstation.

6 Use the arrow keys to select the printer you want to use as the printstation, then press **Enter**.



7 Once the printer has been selected, the list of available printer queues is displayed. Use the Up and Down Arrow keys to select a print queue number, then press **Enter**.

The list of queues contains only the queues that are currently unused. If you want to see the complete list of print queues, press **Ins**, and the complete list will be displayed.

8 Check the screen. The name of the printer you selected is now displayed. For example, if you selected LPT1, LPT1 is shown.

Rename the printer before continuing. Here are some examples:

Biology lab printer (for Printstation 1)  
Workstation 5 printer (for Printstation 5)  
Nicole Gehring's printer (for Printstation 7)

You can use this window to change the default printer name to any name you want. Use the **Home** key to go to the beginning of the line and type over the default name with a new name. The new name can be up to 47 characters long. Always use a name that has meaning to others who may use this printstation.

The creation of a printstation is now complete. To send your data to the printstation, select **Network Printer Control** on the Administrator Main Menu. Select the printer name that you just created and your output will be sent to that printstation.

### **Remove a Printstation Assignment**

To remove a printstation assignment, complete the following steps:

- 1** Log into the network as a network administrator on the workstation where you want to remove the printstation.
- 2** Select **Make/Remove a Printstation** from your Administrator Main Menu. Two options are displayed.
- 3** Use the arrow keys to position the highlight bar on the **Remove a Printstation Assignment** option. Press **F10** to select the highlighted option.
- 4** You see a message which asks you to validate the printstation removal. Press **Y** to remove the printstation, or press **N** to return to the previous menu without a change.

If you remove the printstation, all of the local printers assigned as printstations on this workstation also are removed. You cannot selectively remove printstation printers from the workstation.

- 5** After removing the printstation assignment, you see this message:

The Printstation is now removed.

Press **Esc** to return to your Administrator Main Menu.

After removal of a printstation, all workstation printer assignments designating that printstation as the default printer are removed. The next time the user logs into an assigned workstation, the printed output is no longer sent to that printstation.

#### **Additional Information**

If you have two printers being used as printstation printers and want to release one of the printers, you must remove all of the printstations and make new printstation assignments.

In order to reclaim the memory used by the printstations, you have to reboot the machine you are using.

#### **Automatic Printstation Boot-Up**

After a printstation is created, the best way to have the printstation always available is to load it automatically whenever you power on or reboot the workstation that is assigned as a printstation.

Workstations that are assigned as printstations should have their network boot diskette altered. Copy and replace the

**AUTOEXEC.BAT**

file on the network boot diskette with the

**AUTOEXEC.LS**

file on disk 1 of IBM Classroom LAN Administration System Version 1.30. This batch file contains commands that will automatically start the workstation as a printstation.

## Controlling Messages

The Controlling Messages option enables you to control the students' ability to send messages while not in class.

1. Select Controlling Messages from your Administrator Main Menu.
2. You see this option displayed:

Allow students to send messages while not in a class (Y/N)...[Y]

The default value is Y (Yes). You can change it to N (No).

- Enter **N** to prohibit students from sending messages while they are not in a class.
- Enter **Y** to allow students to send messages while they are not in a class.

3. Press **F10** to save the change, or press **Esc** to leave this screen without a change. This choice becomes the default for the network. Remember that the teachers can override your choice when setting up or modifying their classes.

If a teacher, while creating a class, chooses **A** (Administrator's Choice) for controlling students' messages, the value the network administrator gives for Allow Students to Send Messages While Not in a Class is used for the class being created. For example, if the network administrator has designated **Y**, the students in that teacher's class will be able to send messages while they are in that class. If the network administrator has designated **N**, the students in that class will not be able to send messages.

## System Options

The following section describes the system options available.

### Display a Directory

When you select the **Display a Directory** option, you are prompted to enter a drive letter for the directory you want to display. Be sure to type both the drive letter and a colon (:) on the screen.

When the screen displays **Drive?**, use one of the following options:

- a:** Allows you to see your directory on the server's fixed disk. This is for teacher and student use only.
- b:** Allows you to see the directory of a diskette in your diskette drive.
- h:** Allows you to see your directory on the server's fixed disk. This can be used by all network users.

You can include any option acceptable to the DOS DIR command, such as the following:

- /w** Provide a wide display.
- /p** Pause each time the screen fills.

### Copy Files from Diskette to Network

The **Copy Files from Diskette to Network** option allows you to copy files from a diskette in the default drive of your workstation to the network. Type in the name of your file when the screen displays the following:

**Filename?**

Use this option to copy files from a diskette directly onto the server's fixed disk.

## **Copy Files from Network to Diskette**

The Copy Files from Network to Diskette option allows you to copy files from the server's fixed disk to the workstation's drive. Only files in a user's personal directory can be copied. This prevents unauthorized copying of licensed software and other private files.

## **Start a Host Session**

The Start a Host Session option allows you to add or remove user IDs to or from the network with a host interface. For more information, refer to Appendix E, "Using a Host/Network Interface."

## NetWare Options

The following sections describe the Advanced NetWare options.

### Display Volume Space Information

The Display Volume Space Information option allows you to display information about the space available in the current volume of the server. The screen displays the following:

- Volume names
- The total amount of space (kilobytes) used and number of directories on the server
- The amount of free space (kilobytes) and directories on the server

### Show All Online Workstations

The Show All Online Workstations option allows you to display information about the active workstations connected to the network. You see the connection number of each computer, the current user's name, and the time each user logged into the network.

To return to your Administrator Main Menu, press any key at the following prompt:

Press any key to continue...

### Send a Note to All Workstations

The Send a Note to All Workstations option allows you to send a note to all workstations on the network. Your note can contain up to 40 characters. The note is displayed in a banner at the bottom of all the workstation screens.

#### How to Send a Note

Type your note when you see the following prompt:

What is your note (40 characters)?

Next, press **Enter**.

The note is displayed on the screens of all workstations. Your screen lists each of the workstations on the network receiving the note.

Press and hold **Ctrl** and press **Enter** to return to your Administrator Main Menu.



# Chapter 5. Office Administrator's Guide

## Before You Begin

For information on logging in and logging out, using the menus, and using the System Pop-up Menu, refer to Chapter 2, "Getting Started."

This chapter describes the capabilities of a special user on the network, the *office administrator*. The office administrator is the same as any other office personnel (see Chapter 6, "School Office Guide," for a description of office personnel capabilities) except for one major difference. The office administrator has **COMPLETE ACCESS TO THE ENTIRE SERVER**. This makes use of this ID very powerful.

The office administrator is one of the default users installed as part of IBM Classroom LAN Administration System Version 1.30. The office administrator can run programs that perform special functions that may affect the entire network.

Since this user ID is installed on the network with a password, refer to Appendix G, "Network Security," to find the office administrator's password before you attempt to log into the network.

This chapter explains the following:

- Special functions
- Restriction of use
- Security privileges
- Login

The person using the OFFICEADMN ID should be very knowledgeable of IBM Classroom LAN Administration System Version 1.30, Advanced NetWare, and DOS. Any program that the office administrator runs can modify any file on the network.

When running under this ID, you should be aware of the functions performed by the programs chosen to run. Running a program whose function is unknown could cause loss of important network data and damage the entire network, rendering the IBM Classroom LAN Administration System Version 1.30 useless.

## **Special Functions**

As office administrator, you can run programs performing special functions that affect the entire network. You should log in and run only special programs that require complete access to all areas of the server, such as read, write, create, and delete.

The only programs that need to be run with the office administrator ID are programs that were written specifically to manipulate files that are used by the IBM Classroom LAN Administration System Version 1.30.

If you are not sure that the program you want to run needs this special access, use an office ID, not the office administrator ID, to run them.

## **Restriction of Use**

If you do not see a need for anyone to use the office administrator ID, you can prevent its use in one of the following ways:

- Do not disclose the password.

By not telling any user the password for the office administrator, you keep any user from being able to log in as the office administrator.

- Remove the office administrator ID.

The OFFICEADMN user ID can be removed from the network by the system operator. To do this, select NetWare Utilities Menu on the System Operator Main Menu. A list of NetWare Utilities is displayed; select System Configuration. Refer to "Office Administrator ID" on page G-2 for further information.

This method is not recommended but guarantees no user logging in with the OFFICEADMN ID and causing harm to the network.

If the office administrator ID is needed at a later time, your network administrator can reinstall IBM Classroom LAN Administration System Version 1.30 and the office administrator ID will again exist. See "Reinstalling IBM Classroom LAN Administration System Version 1.30" in Chapter 3, "Software Installation," of the *IBM Classroom LAN Administration System Version 1.30 Installation Instructions* for additional information on reinstalling IBM Classroom LAN Administration System Version 1.30.

## Security Privileges

The office administrator ID is added to the network with a password. No one can log in as OFFICEADMN without using this password.

**Note:** Appendix G, "Network Security" contains the default password for the office administrator

This password should be changed immediately after installing the IBM Classroom LAN Administration System Version 1.30 and kept confidential. Misuse of this ID can cause irreparable damage.

Special precaution is required for this password if your network is running NetWare 2.12 or higher. The minimum size of this user's password is six characters. If you want to change this password, it must be at least six characters long.

**Note:** The minimum password length feature is not available in NetWare 2.0a. This ID should always be protected with a password.

## Login

Upon logging in with the office administrator ID, you are presented with the following message:

This user ID can modify or destroy  
important data on the network!

Select Logout from the Main menu if  
you do not wish to use this user ID.

Press any key to continue...

This warning emphasizes that the role of office administrator ID is both powerful and dangerous. If you do not want to continue with the office administrator ID, you should select Logout from the Office Administrator Main Menu to immediately log out of the network.

The functions available on the Office Administrator Main Menu are the same as those on the Office Main Menu. See Chapter 6, "School Office Guide," for an explanation of all Office Main Menu functions.

# Chapter 6. School Office Guide

The Office Main Menu provides help in maintaining and using the courseware programs and office applications required to successfully operate a school office. Easy access to tools such as word processors and spreadsheets increases the productivity of the school office personnel.

## Before You Begin

- 1 Make sure the network administrator has included your ID on the network.
- 2 Make sure the network administrator has installed the appropriate courseware programs and office applications.
- 3 Check the designated use of the programs and applications made available to you. You may not need to use all of them.

After you log into the network, the screen displays a welcome message, followed by the Office Main Menu.

For information on logging in and out, using the menus, and using the System Pop-up Menu, refer to Chapter 2, "Getting Started."

This chapter should be read by school office personnel using the network. It explains what tasks you can accomplish with the menu for the school office. The tasks include adding and removing courseware programs, office applications, and special menu items. The common user functions, such as changing passwords, printing, sending network mail, logging in, and logging out are covered in Chapter 2, "Getting Started."

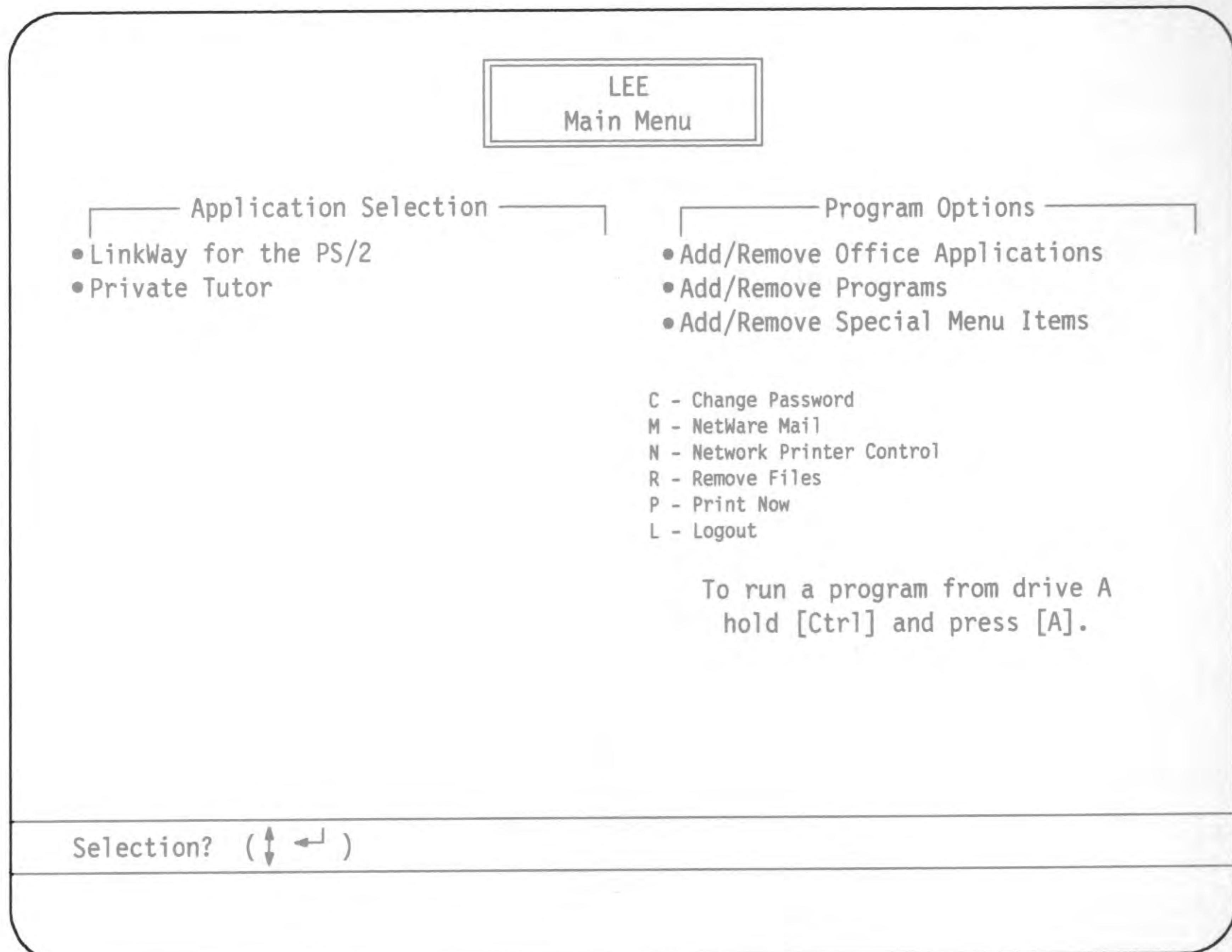
See the glossary in this book for an explanation of unfamiliar terms. If error messages appear on the screen, refer to Appendix A, "Messages." You also may need to contact the system operator.

Two directories have been provided by the IBM Classroom LAN Administration System Version 1.30 that allow all office personnel and teachers to store common, shared data. These directories are labeled *common* under SYS:TEACHERS and SYS:OFFICE. All office personnel and teachers have all rights to both of these directories. Students do not have access to either of these two directories.

When you want to save files to these directories or retrieve files from these directories, you must specify H:\OFFICE\COMMON or H:\TEACHERS\COMMON under your program. Use caution when saving data files in these directories; be careful about overwriting existing files.

## Office Main Menu

When the Office Main Menu is made available to you, your user ID is used in the title of this screen. An example of an Office Main Menu is shown in the following figure:



If you have already added courseware programs, office applications, or special menu items, they are listed under the Application Selection heading on the left side of the screen. If you have not yet added any courseware programs, office applications, or special menu items, this area of the menu is blank.

Another heading on this screen is Program Options. The selections included under this heading are the following:

**Add/Remove Office Applications**

**Add/Remove Programs**

**Add/Remove Special Menu Items**

There are two ways to select menu options:

- Use the arrow keys to position the highlight bar on an option. Press **Enter** to select the highlighted option.
- Type a single key. The selections are indicated on the screen with a capital letter followed by a dash and a description of the function. For example, on this screen you can type the letters **C**, **M**, **N**, **R**, **P**, or **L** to select the **Change Password**, **NetWare Mail**, **Network Printer Control**, **Remove Files**, **Print Now**, and **Logout** options, respectively. You do not have to press **Enter** when you use a letter to make a selection.

See Chapter 2, "Getting Started" for more details.

The selected option is briefly displayed to the right of the **Selection?** prompt. Informational messages are displayed on the lower part of the screen. The following functions are available when displayed at the bottom of the screen:

**F1** Display help information.

**Esc** Return to the previous menu or screen.

## Application Selection

The courseware programs, office applications, and special menu items that you have added to your Office Main Menu automatically appear under the Application Selection heading as you added them.

To run an item under this heading, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on your choice.
- 2 Press **Enter**.

When you make a selection, the screens for that selection are displayed. Follow the instructions for the selected courseware program, office application, or special menu item.

Instructions for adding as well as removing courseware programs, office applications, and special menu items are described in this chapter.

## Add/Remove Office Applications

The Add/Remove Office Applications screen allows you to add office applications to and remove office applications from your Office Main Menu.

When you select the Add/Remove Office Applications from the Office Main Menu, the Add/Remove Office Applications screen is displayed.

The screen is divided into two parts. The right side of the screen lists all the office applications available to you. These are the office applications that have been installed on the network by your network administrator. The left side of the screen lists the office applications you have added to your Office Main Menu.

The following function keys are available for this function:

Key	Description
-----	-------------

<b>F1</b>	Display help information.
-----------	---------------------------

<b>F2</b>	Add office applications listed in a file to your Office Main Menu.
-----------	--

<b>F5</b>	Display more function key selections. The screen remains the same; only the function key selections change.
-----------	---

<b>F9</b>	Delete all office applications from your Office Main Menu.
-----------	--

<b>F10</b>	Continue, or perform the indicated function.
------------	--

<b>Ins</b>	Mark an item to be added to your Office Main Menu. The marked item appears in green.
------------	--

<b>Del</b>	Mark an item to be removed from your menu. The marked item appears in red.
------------	--

<b>Esc</b>	Return to the previous menu or screen.
------------	--

## Add Office Applications

To add an office application to your Office Main Menu, complete the following steps:

- 1 Select Add/Remove Office Applications on your Office Main Menu. The Add/Remove Office Applications screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the available office applications listed on the right side of the Add/Remove Office Applications screen.
- 3 Press **Ins**. The marked item turns green.  
You can press **Ins** again to unmark the item.
- 4 If you want to mark multiple items, repeat steps 2 and 3.
- 5 Press **F10** to add the marked items to your Office Main Menu, or press **Esc** to quit without adding the marked items.

## Add Office Applications from a File to Your Menu

You also can add office applications from a file, rather than selecting them one at a time from a list. The file can be a network file or one stored on a diskette.

The file must contain the following:

PROGRAMID:      DESCRIPTION:

You must leave at least one blank space after the PROGRAMID: tag, and before and after the DESCRIPTION: tag.

The file should be similar to the file described in "Add Courseware Programs from a File to Your Menu" on page 6-11 and have the same format.

Once you have a file to use, complete the following steps:

- 1 Select Add/Remove Office Applications on your Office Main Menu. The Add/Remove Office Applications screen is displayed.

2 Press **F5** at the Add/Remove Office Applications screen, and the following option line replaces the one at the bottom of your screen.

[F2]=Add from File [F9]=Delete All [F5]=More keys

3 Press **F2** to add office applications from a file to your Office Main Menu.

4 Type the name of the file containing your list of office application names after the H: on the screen. If the file is not on the network, specify another drive letter.

5 Press **F10**, and the office applications identified in the file are added to your menu. As each program is added, a window is displayed.

The left side of the screen displays the office applications that you added to your Office Main Menu under the Application Selection heading.

### Remove Office Applications

To remove an office application from your Office Main Menu, complete the following steps:

- 1 Select Add/Remove Office Applications on your Office Main Menu. The Add/Remove Office Applications screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the office applications listed on the left side of the Add/Remove Office Applications screen.
- 3 Press **Del**. The marked item turns red.  
You can press **Del** again to unmark the item.
- 4 If you want to mark other items, repeat steps 2 and 3.
- 5 Press **F10** to remove the marked items from your Office Main Menu, or press **Esc** to quit without removing the marked items.

## **Remove All Office Applications From Your Menu**

To remove all office applications from your Office Main Menu, complete the following steps.

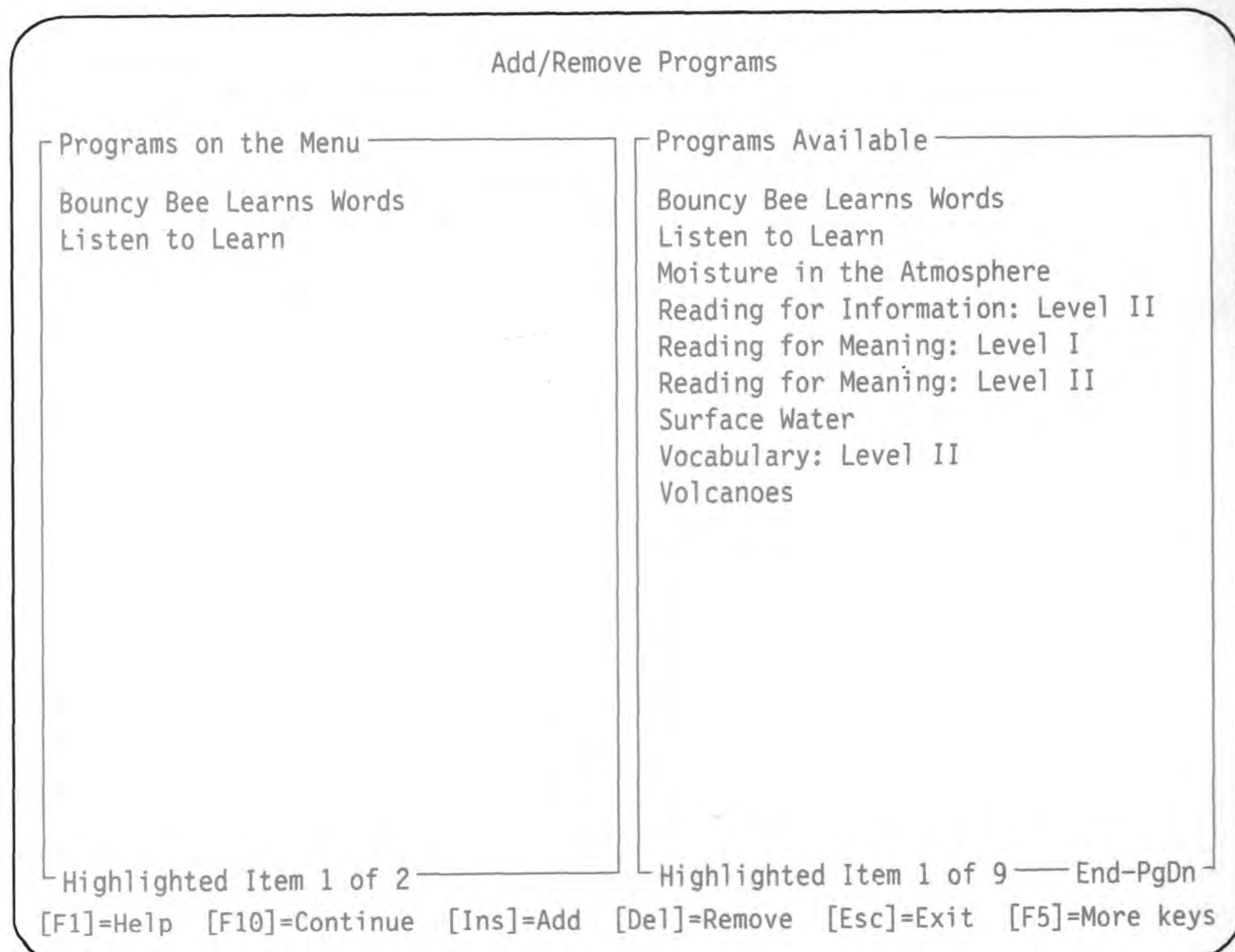
- 1** Select Add/Remove Office Applications on your Office Main Menu. The Add/Remove Office Applications screen is displayed.
- 2** Press **F5** to display more function keys.
- 3** Press **F9** to remove all office applications from your Office Main Menu.
- 4** You are warned that all your office applications will be removed from your Office Main Menu.  
Press **F10** to remove the marked applications, or press **Esc** to quit without removing any marked applications.

## **Add/Remove Programs**

The Add/Remove Programs option allows you to add courseware programs to and remove courseware programs from your Office Main Menu. When programs are added, they are listed under the Application Selection heading on the Office Main Menu. Those programs that you have removed are not listed under the Application Selection heading on the Office Main Menu.

When you select Add/Remove Programs from the Office Main Menu, the Add/Remove Programs screen is displayed.

An example of this screen is shown in the following figure:



The screen is divided into two parts. The right side of the screen lists all the courseware programs available to you. These are the programs that have been installed on the network by your network administrator. The left side of the screen lists the courseware programs that have been added to your Office Main Menu.

The following function keys are available for this function:

**Key Description**

**F1** Display help information.

**F2** Add courseware programs listed in a file to your Office Main Menu.

**F5** Display more function key selections. The screen remains the same; only the function key selections change.

**F9** Delete all the courseware programs from your Office Main Menu.

**F10** Continue, or perform the indicated function.

**Ins** Mark an item to be added to your Office Main Menu.  
The marked item appears in green.

**Del** Mark an item to be removed from your Office Main Menu. The marked item appears in red.

**Esc** Return to the previous menu or screen.

### Add Courseware Programs

To add a courseware program to your Office Main Menu, complete the following steps:

- 1 Select **Add/Remove Programs** on your Office Main Menu.  
The Add/Remove Programs screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the available courseware programs listed on the right side of Add/Remove Programs screen.
- 3 Press **Ins**. The marked item turns green.  
You can press **Ins** again to unmark the item.
- 4 If you want to mark other items, repeat steps 2 and 3.
- 5 Press **F10** to add the marked items to your Office Main Menu. If you do not want to add the marked items to your menu, press **Esc** to return to the previous screen.

## Add Courseware Programs from a File to Your Menu

You also can add courseware programs from a file, rather than selecting them one at a time from a list. The file can be a network file, or one stored on a diskette.

The file must contain the following:

PROGRAMID:      DESCRIPTION:

You must leave at least one blank space after the PROGRAMID: tag, and before and after the DESCRIPTION: tag.

The following is an example of five lines in a file of programs:

ProgramID: LOGO   Description: Logo  
ProgramID: PVT   Description: Private Tutor  
ProgramID: SPEL1   Description: Spelling - Level I  
ProgramID: A1P1   Description: Algebra I: Part 1  
ProgramID: VL2   Description: Vocabulary Level II

Once you have a file to use, complete the following steps:

1 Press **F5** at the Add/Remove Programs screen, and the following option line replaces the one at the bottom of your screen.

[F2]=Add from File   [F9]=Delete All   [F5]=More keys

2 Press **F2** to add courseware programs from your file to your Office Main Menu. Type the name of the file containing your list of program names to be added after the H: on the screen. If the file is not on the network, specify another drive letter.

3 Press **F10**, and the courseware programs identified in the file are added to your Office Main Menu.

The left side of the screen displays the courseware programs that you added to your Office Main Menu under the Application Selection heading.

## Remove Courseware Programs

To remove a courseware program from your Office Main Menu, complete the following steps:

- 1 Select **Add/Remove Programs** on your Office Main Menu. The Add/Remove Programs screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the programs listed on the left side of the Add/Remove Programs screen.
- 3 Press **Del**. The marked item turns red.  
You can press **Del** again to unmark the item.
- 4 If you want to mark other items, repeat steps 2 and 3.
- 5 Press **F10** to remove the marked items from your Office Main Menu, or press **Esc** to quit without removing the marked items.

## Remove All Courseware Programs from Your Menu

To remove all courseware programs from your Office Main Menu, complete the following steps:

- 1 Select **Add/Remove Programs** on your Office Main Menu. The Add/Remove Programs screen is displayed.
- 2 Press **F5** to display more function keys.
- 3 Press **F9** to remove all courseware programs from your Office Main Menu.
- 4 You are warned that all your courseware programs will be removed from your Office Main Menu.  
Press **F10** to remove all the marked programs, or press **Esc** to quit without removing any marked items.

## Add/Remove Special Menu Items

Special Menu Items allow you to use NetWare and DOS commands without having direct access to DOS. An example of the Add/Remove Special Menu Items screen is shown in the following figure.

Add/Remove Special Menu Items	
Special Items on the Menu	Special Items Available
Compare two disks Copy from drive B to my home drive H Copy from my home drive H to drive B Listing of my home directory	BASIC Interpreter Compare two disks Copy from drive B to my home Drive H Copy from my home drive H to drive B Display current DOS version DOS Line Editor: EDLIN Listing of my home directory Make drive A a local drive Make drive A a network drive Mouse Tutorial Netware Mail Network game for color monitor Network game for monochrome monitor Start receiving messages Stop receiving messages
- Highlighted Item 1 of 1 — End —	
[F1]=Help [F10]=Continue [Ins]=Add [Del]=Remove [Esc]=Exit [F5]=More keys	

The screen is divided into two parts. The right side of the screen lists all the special menu items available to you. These are the special menu items that have been installed on the network by your network administrator. The left side of the screen lists the special menu items that you have added to your Office Main Menu.

The following function keys are available for this screen:

**Key Description**

- F1** Display help information.
- F2** Add special menu items listed in a file to your Office Main Menu.
- F5** Display more function key selections. The screen remains the same; only the function key selections change.
- F9** Delete all special menu items from your Office Main Menu.
- F10** Continue, or perform the indicated function.
- Ins** Mark an item to be added to your Office Main Menu. The marked item appears in green.
- Del** Mark an item to be removed from your Office Main Menu. The marked item appears in red.
- Esc** Return to the previous menu or screen.

**Add Special Menu Items to Your Office Menus**

To add a special menu item to your Office Main Menu, complete the following steps:

- 1 Select Add/Remove Special Menu Items on your Office Main Menu. The Add/Remove Special Menu Items screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the items listed on the right side of the screen.
- 3 Press **Ins**. The marked item turns green.  
You can press **Ins** again to unmark the item.
- 4 If you want to add more than one item, repeat steps 2 and 3.
- 5 Press **F10** to add the marked items to your Office Main Menu, or press **Esc** to quit without adding the marked items.

## Add Special Menu Items from a File to Your Menu

You also can add special menu items from a file, rather than selecting them one at a time from a list. The file can be a network file or one stored on a diskette.

The file should be similar to the file described in "Add Courseware Programs from a File to Your Menu" on page 6-11 and have the same format.

Once you have a file to use, complete the following steps:

- 1 Press **F5** at the Add/Remove Special Menu Items screen, and the following option line replaces the one at the bottom of your screen.

[F2]=Add from File [F9]=Delete All [F5]=More keys

- 2 Press **F2** to add special menu items to the class from your file.
- 3 Type the name of the file containing your program names list after the H: on the screen. If the file is not on the network, specify another drive letter.
- 4 Press **F10**, and the special menu items identified in the file are added to your Office Main Menu.

The left side of the Add/Remove Special Menu Items screen displays the items that you added to your Office Main Menu.

## Remove Special Menu Items From Your Menu

To remove a special menu item from your Office Main Menu, complete the following steps:

- 1 Select **Add/Remove Special Menu Items** on your Office Main Menu. The Add/Remove Special Menu Items screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the items listed on the left side of the screen.
- 3 Press **Del**. The marked item turns red.  
You can press **Del** again to unmark the item.
- 4 If you want to mark other items, repeat steps 2 and 3.

# Chapter 7. Teacher's Guide

The Teacher Menus allow teachers to organize students and classroom work. Teachers coordinate the students' use of courseware programs and special menu items. Teachers themselves can access courseware programs, office applications, and special menu items.

## Before You Begin

- 1 Check to make sure the network administrator has included your ID and the IDs of all your students on the network.
- 2 Make a copy of the Teacher Worksheet in Appendix B, "Teacher Planning," and use it to name your classes or groups and list the students and programs you want included in each class or group.
- 3 If you are creating a class for the first time, see Appendix B, "Teacher Planning." This describes a quick method for getting started.

After you log into the network, you see a welcome message, followed by your Teacher Main Menu. For information on logging in and out, using the menus, and using the System Pop-up Menu, refer to Chapter 2, "Getting Started."

This chapter should be read by teachers using the network. It explains what tasks you can accomplish with the Teacher Menus. These menus can be used to create classes, enroll students in classes, make programs available to classes, and monitor student activity. The common user functions, such as changing passwords, printing, logging in, and logging out are covered in Chapter 2, "Getting Started."

See the glossary in this book for an explanation of unfamiliar terms. Should error messages appear on the screen, refer to Appendix A, "Messages." You also can contact the system operator.

## Teacher Menus

The Teacher Main Menu provides direct access to functions as well as other menus. The following sections explain the menu functions that can be accessed with a teacher's user ID.

### Teacher Main Menu

This is the first menu you see after logging into the network with a teacher's user ID. It allows you to do the following:

- Add or remove classes or groups.
- Produce a list of your classes and the respective students and courseware programs in those classes.
- Use the Other Teacher Options menu.
- Modify class information.
- Use the Teacher Application Menu.
- Select class management functions.
- Access other common user functions.

For more information, refer to "Teacher Main Menu" on page 7-5.

### Class Management Menu

The Class Management Menu is accessed by selecting a class listed under the Class and Group Selections heading on your Teacher Main Menu. It allows you to do the following:

- Review the students' work from the Student Activity Log for this class.
- Print reports of students' work in this class.
- Add programs to or remove programs from Student Menus in this class.
- Add students to or remove students from this class.
- Add special menu items, such as DOS or NetWare commands, to this class or remove special menu items from this class.
- Distribute files to one or more of your students in a class/group on the network.
- Use the student menus.
- Set students' bookmarks for programs with bookmark capabilities.
- Use automatic login options to log in an entire class in a single step.
- Access other common user function.

For more information, refer to "Class Management Menu" on page 7-17.

## **Teacher Options Menu**

The Teacher Options Menu appears after you select **Other Teacher Options** on your Teacher Main Menu. It allows you to do the following:

- Check the available volume space on the server.
- See the numbers of all current workstations.
- Send a note to other workstations.
- Display a directory.
- Copy files from a diskette to the file server.
- Copy files from the file server to a diskette.
- Start a host session.
- Send or receive messages and files on the network.
- Access other common user functions.

For more information, refer to "Teacher Options Menu" on page 7-63.

## **Teacher Application Menu**

The Teacher Application Menu is accessed by selecting **Teacher Application Menu** on your Teacher Main Menu. This menu provides help in maintaining and using the courseware programs, office applications, and special menu items required for your classroom and your classes. It allows you to do the following:

- Add and remove office applications.
- Add and remove courseware programs.
- Add and remove special menu items.
- Run courseware programs, office applications, and special menu items after they have been added.
- Access other common user functions.

For more information, refer to "Teacher Application Menu" on page 7-66.

## **Student Menus**

The Student Menus allow teachers to preview the courseware programs set up for students. It allows teachers to do the following:

- Run a courseware program.
- Access other common user functions.

Teachers access the student menus by selecting **Using the Student Menu** on the Class Management Menu. The Class Management Menu is accessed by selecting an item under the Class and Group Selections heading on the Teacher Main Menu.

For more information, refer to "Student Menus" on page 7-79.

### **Common User Functions**

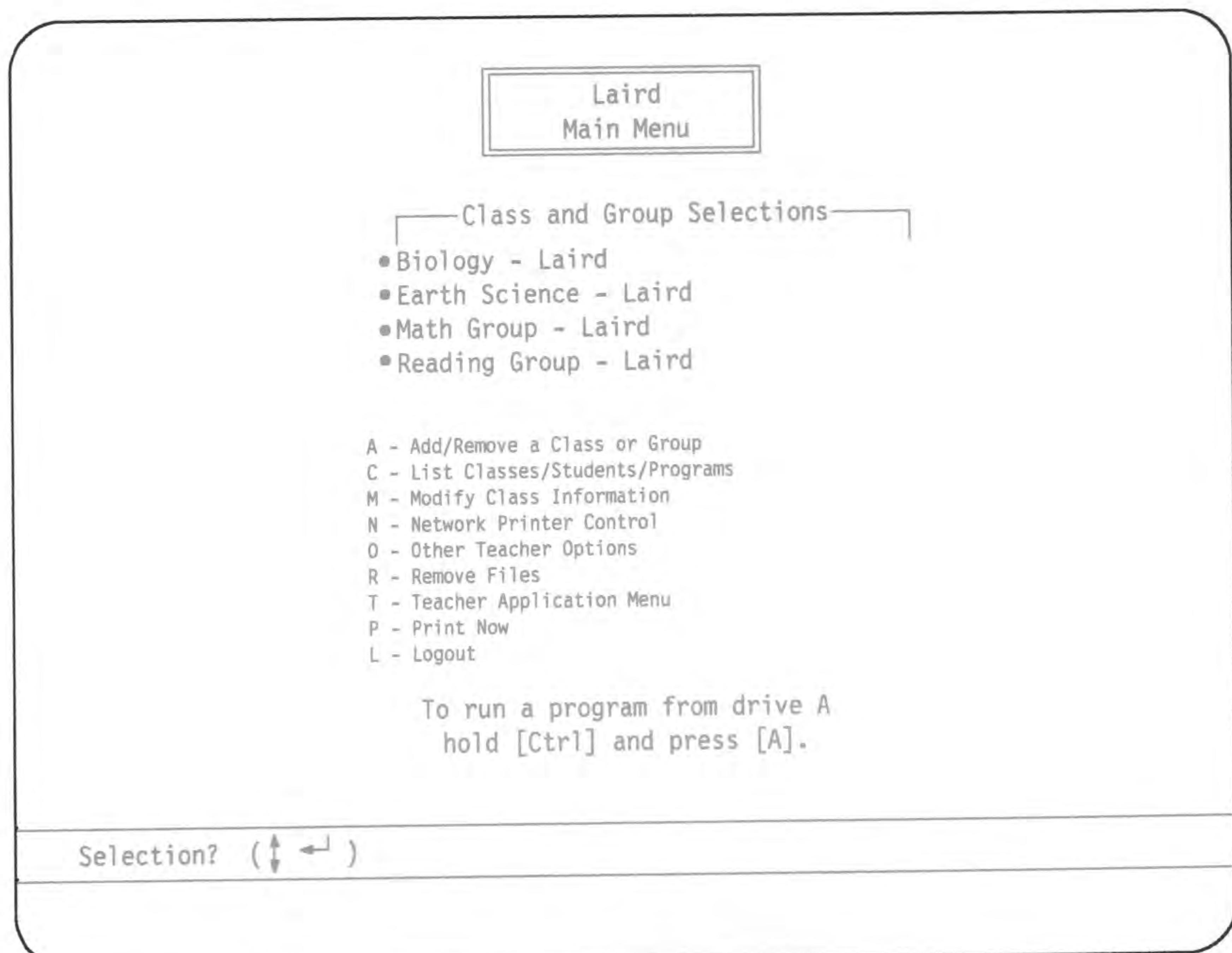
The Teacher Menus provide access to the following common user functions.

- Change password
- NetWare mail
- Remove files
- Network printer control
- Print now
- Logout

Refer to Chapter 2, "Getting Started," for instructions on using these features.

## Teacher Main Menu

The options listed on the Teacher Main Menu identify the services available to teachers. An example of a Teacher Main Menu is shown in the following figure:



Your user ID is displayed at the top of your Teacher Main Menu. If you have already added classes to the network, they are listed at the top of this menu. If you have not yet added any classes, the Class and Group Selections heading is not displayed.

There are two ways to select menu options:

- Use the arrow keys to position the highlight bar on an option. Press **Enter** to select the highlighted option.
- Type a single key. The selections are indicated on the screen with a capital letter followed by a dash and a description of the function. For example, on this screen you can type the letters **A**, **C**, **M**, **N**, **O**, **R**, **T**, **P**, or **L** to select the Add/Remove a Class or Group, List Classes/Students/Programs, Modify Class Information, Network Printer Control, Other Teacher Options, Remove Files, Teacher Application Menu, Print Now, and Logout options, respectively.

You do not have to press **Enter** when you use a letter to make a selection. The selected option is briefly displayed to the right of the **Selection?** prompt. Informational messages are displayed on the lower part of the screen.

The following functions are available when displayed at the bottom of the screen:

**Key Description**

**F1** Display the help information.

**Esc** Return to the previous menu or screen.

## Class and Group Selections

As you create classes, they are posted automatically under the Class and Group Selections heading on your Teacher Main Menu. The Teacher Main Menu displays the **Class and Group Selections** heading only after you create at least one class.

To select a class from your Teacher Main Menu, complete the following steps:

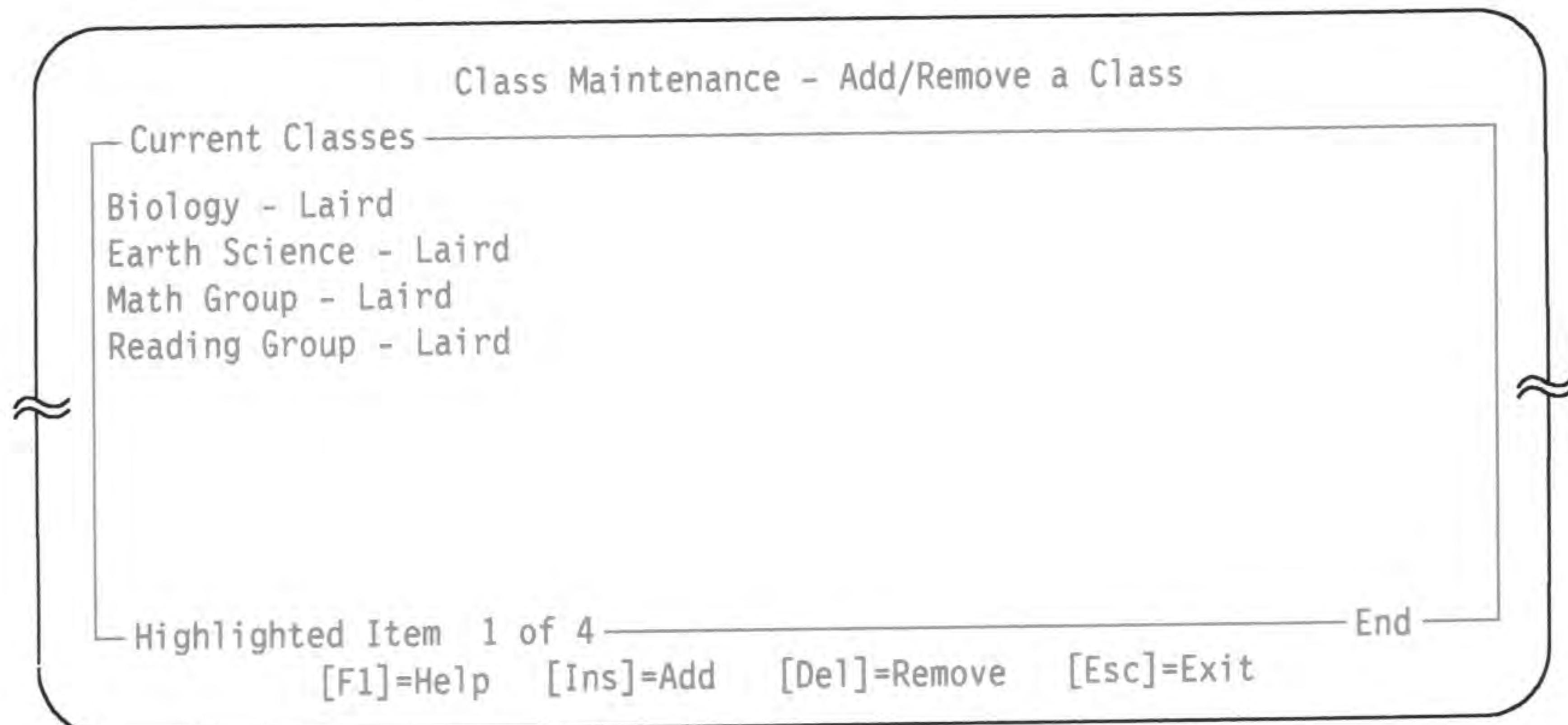
- 1 Use the arrow keys to move the highlight bar to your choice.
- 2 Press **Enter**.

When you select one of your classes, its Class Management Menu is displayed. From the Class Management Menu, you can add students and programs to the class you select. Refer to page 7-2 for a description of the class management options.

## Add/Remove a Class or Group

Use the Add/Remove a Class or Group option to add or remove a class or group, and to define the student's ability to send messages while in this class. Use the worksheet in Appendix B, "Teacher Planning," to help you organize your classes before you add them to the network.

When you select this option on your Teacher Main Menu, you see the following screen:



If you have already added classes to the network, they are listed on your Class Maintenance - Add/Remove a Class screen under the Current Classes heading. If this is the first time you have logged in, or if you have not created any classes, you do not see this screen. Instead, you see a screen that lets you enter a class description. Go to step 3 on page 7-8 if you are creating your first class.

## Add a Class or Group

To add a class and identify whether students are allowed to send messages in class, complete the following steps:

- 1 Select Add/Remove a Class or Group on your Teacher Main Menu. The Class Maintenance - Add/Remove a Class screen is displayed.
- 2 Press **Ins**. The following screen is displayed:

Class Maintenance-Add A Class  
New Class Information

Class Description.. [ ]

Allow students to send messages when in this class (Y/N/A).. [A]  
(Y = Yes / N = No / A = Administrator's Choice)

[F1]=Help [F10]=Add This Class [Esc]=Exit

- 3 Type your class description at the prompt. The class description can be up to 38 characters in length. Include your name when you type in your class description to avoid duplicating another teacher's class description. The following is an example of a class description:

English Composition - Mr. Martin

You are prompted if that description already exists. You must use a unique class description. For example, if you teach three Biology classes, distinguish the class descriptions by indicating the class period or time.

- 4 Press **Enter** to move the prompt to the next field, Allow Students to Send Messages When in this Class. You see this field has three options: **Y**, **N**, and **A**.
  - Enter **Y** to allow students to send messages in the class.
  - Enter **N** to prohibit students from sending messages in the class.

- Enter **A** to select the network administrator's choice.

The Administrator's Choice has been set by the network administrator to either **Y** or **N**. If you want to determine the default value, contact your network administrator or system operator. Your selection of **Y** or **N** overrides the network selection for only your classes.

- 5 Press **F10** to add your class. A message is displayed indicating your class has been added.

Type another class description to add another class.

- 6 Press **Esc** to return to your current list of classes. You can have up to 26 classes.

- 7 To return to your Teacher Main Menu, press **Esc**.

### Remove a Class

To remove a class or group, complete the following steps:

- 1 Select **Add/Remove a Class or Group** on your Teacher Main Menu. The **Class Maintenance - Add/Remove a Class** screen is displayed.
- 2 Use the arrow keys to position the highlight bar on the class or group you want to remove.
- 3 Press **Del**. The following screen is displayed.

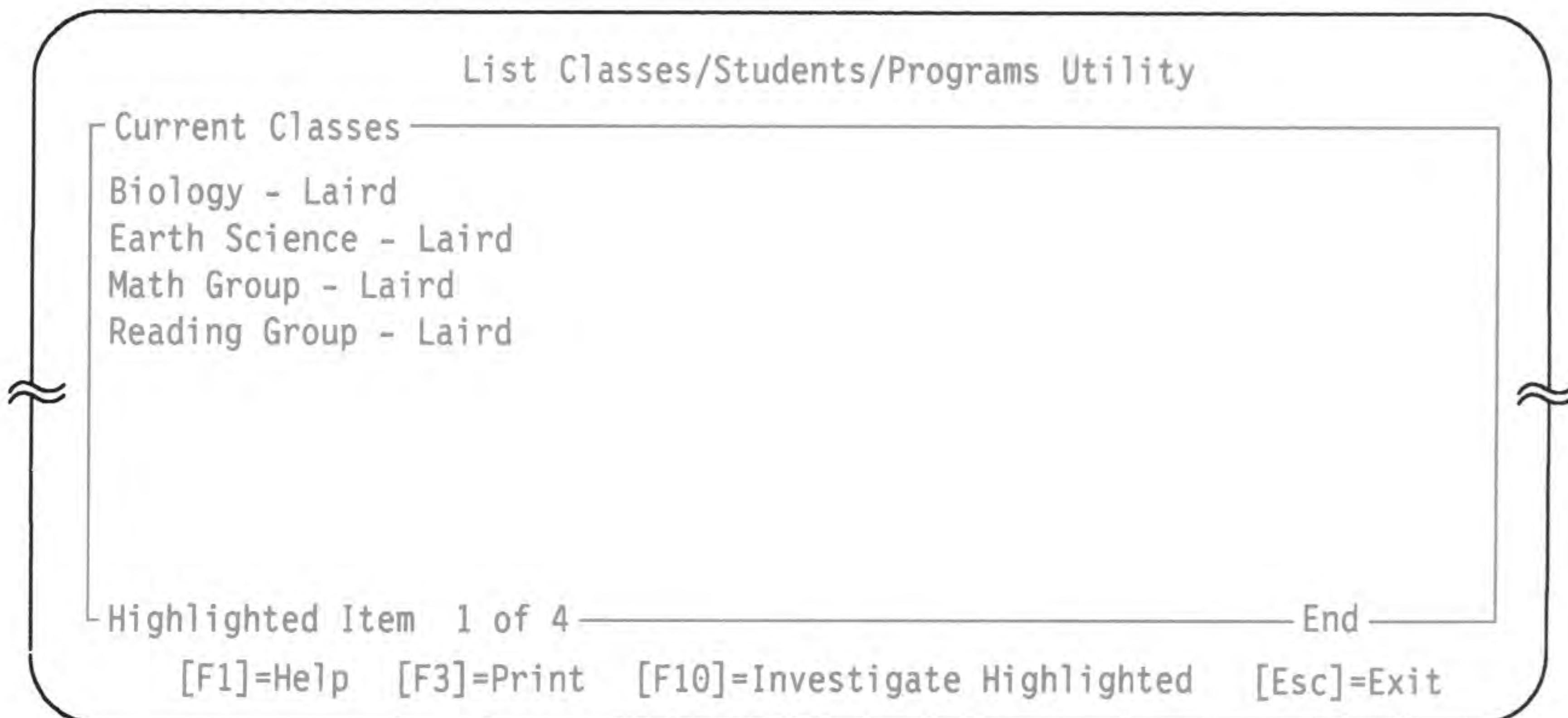
Class Maintenance - Remove a Class	
REMOVING: Math Group - Pardonner	
Users Who Reference this Class	
Heilmeier, Sara	(HEILMEIER )
Kelly, Mark	(KELLY )
Kimraj, Ron	(KIMRAJ )
Lee, Robert	(LEE )
Highlighted Item 1 of 4 End	
[F1]=Help [F10]=Remove the class [Esc]=Exit without removing	

This screen lists the students who are enrolled in the class you are removing. If no students are in the class, no list is shown.

- 4 If you want to exit without removing the class, press **Esc**.
- 5 Press **F10** to remove the class. A message informs you the class is being removed.

## List Classes/Students/Programs

When you select List Classes/Students/Programs on your Teacher Main Menu, you see the following screen:



If you have added classes to the network, they are listed under the Current Classes heading. If you have not created any classes, a message indicates this, and you are returned to the Teacher Main Menu.

From the List Classes/Students/Programs Utility screen, you can do the following:

- Press **F3** to print a list of your classes.
- Look at the students and courseware programs in any of the classes listed. To do so, use the arrow keys to position the highlight bar on a specific class and press **F10**.

The screen that appears shows the courseware program and student information for the class you selected.

Students and Programs in Earth Science-Laird			
Students		Programs	
Fraley, Brad	(FRALEY)	Earth Science: Earthquakes 1.01	
Harrellson, David	(HARRELLSON)	Earth Science: Ground Water 1.01	
Mason, Rick	(MASON)	Earth Science: Moisture 1.01	
Mathur, Neera	(MATHUR)	Earth Science: Volcanoes 1.01	

~~~~~

Highlighted Item 1 of 4      Highlighted Item 1 of 4

[F1]=Help    [F3]=Print/Save    [Esc]=Exit

This screen lets you review the students currently enrolled in the class and the courseware programs available to them. Besides reviewing the information on the screen, you can print it or save it in a file. Each side of the screen must be saved or printed separately.

#### Print or Save a List of Students or Programs

When you request a printed list of students or courseware programs, a report is created. Student reports list user IDs and the associated student names. Program reports list program IDs and descriptions. In addition, a printed report shows the date and time the list was created.

The procedure for printing or saving is the same for both students and programs. The Print/Save Options operate in the same manner on most teacher screens.

Use the following procedure to print or save a list of students or programs:

- 1 Use the arrow keys to position the highlight bar on the side of the screen you want to print or save. Press F3.

The following screen appears:

Print/Save Options

- Use the left and right arrow keys to switch between "Print the Report" and "Save to a File".
- After making a selection, press [F10] to continue.

[ Print the Report ]

[F1]=Help [F10]=Continue [Esc]=Exit

2 You can select whether to print the list or save the list to a file. Use the Left and Right Arrow keys to switch between Print the Report and Save to a File. Press F10. If you select Print the Report, your list is sent to the printer. If you select Save to a File, the following screen is displayed:

Save to a File

File Name..[H: ]

[F1]=Help [F10]=Continue [Esc]=Exit

3 Type a filename after the H: to save the file of students on the network.

4 To save the file of students on a diskette, place a formatted diskette into drive B and type the file information as shown below:

b:filename

You must use drive B. Replace filename with the name of your file.

5 Press **F10** to create the file.

#### Additional Information

You can use the student user IDs, courseware program, or student information that you have saved in a file when you create other classes. For example, if you are creating another class for the same students, you can use the file created with these steps as a base. You do not have to enter every student name and ID again. Similarly, it is useful to have a file containing the program list if you are creating the same class for a different group of students.

### Modify Class Information

The Modify Class Information option lets you update your class descriptions (the names of your classes). It also allows you to change the Allow Students to Send Messages option for each of your classes.

When you modify a class description, it is changed throughout the network. A class description can be up to 38 characters in length. Include your name in class descriptions to avoid duplicating another teacher's class description. You must use a unique class description. If you teach three Biology classes, for example, distinguish the class descriptions by indicating the class time or period, as illustrated in the following example:

Biology-2:15 - Laird

You also can choose whether to allow your students to send messages while in your class, no matter what the network default may be. Do this by indicating **Y** (yes) or **N** (no) in the Allow Students to Send Messages field.

When you select the Modify Class Information option, the following screen lists all your class descriptions:

Modify Class Information Utility

Class Descriptions

Biology - Laird  
Earth Science - Laird  
Math Group - Laird  
Reading Group - Laird

Highlighted Item 1 of 4 End

[F1]=Help [F10]=Modify Highlighted [Esc]=Exit

You can exit without making any changes by pressing **Esc**. If you want to make changes, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on the class description you want to modify, and press **F10**. The following screen shows the description of the class and the messaging choice you selected:

Modify Class Information Utility

New Class Description.. [Biology] ]

Allow students to send messages when in this class (Y/N/A).. [A]

(Y = Yes / N = No / A = Administrator's Choice)

[F1]=Help [F10]=Save Changes [Esc]=Exit

- 2 Type your new class description over the one on the screen.

**3** Press **Enter** to move the prompt to the Allow Students to Send Messages field. The last option chosen is displayed to the right of the field name.

To update the Allow Students to Send Messages option, complete the following steps:

- Enter **Y** to allow students to send messages in a class.
- Enter **N** to prohibit students from sending messages in a class.
- Enter **A** to select the network administrator's choice, which may be Y or N. If you need to know which it is, contact your network administrator or system operator.

**4** Press **F10** to save the update.

To exit this screen without making any changes, press **Esc**.

**5** Press **Esc** to return to the previous screen.

## Other Teacher Options

When you select **Other Teacher Options** on your Teacher Main Menu, the Teacher Options Menu is displayed.

Refer to "Teacher Options Menu" on page 7-63 for a description of the options.

## Run a Program from a Diskette Drive

The Run a Program from a Diskette Drive option lets you run a program from the diskette drive on your workstation.

**1** Insert the program diskette into drive A of your workstation.

**2** Hold down **Ctrl** and type **A**.

### Additional Information

The file G.BAT must be on the program diskette and must contain the commands needed to start the program.

## **Go to Student Menu from Teacher Main Menu**

Teachers can go from the Teacher Main Menu to the Student Menu to check the menu or to run a program.

From the Teacher Main Menu, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on a class description.
- 2 Hold down **Ctrl** and press **Enter**.

When you press **Esc** from the Student Menu, you return to the Teacher Main Menu.

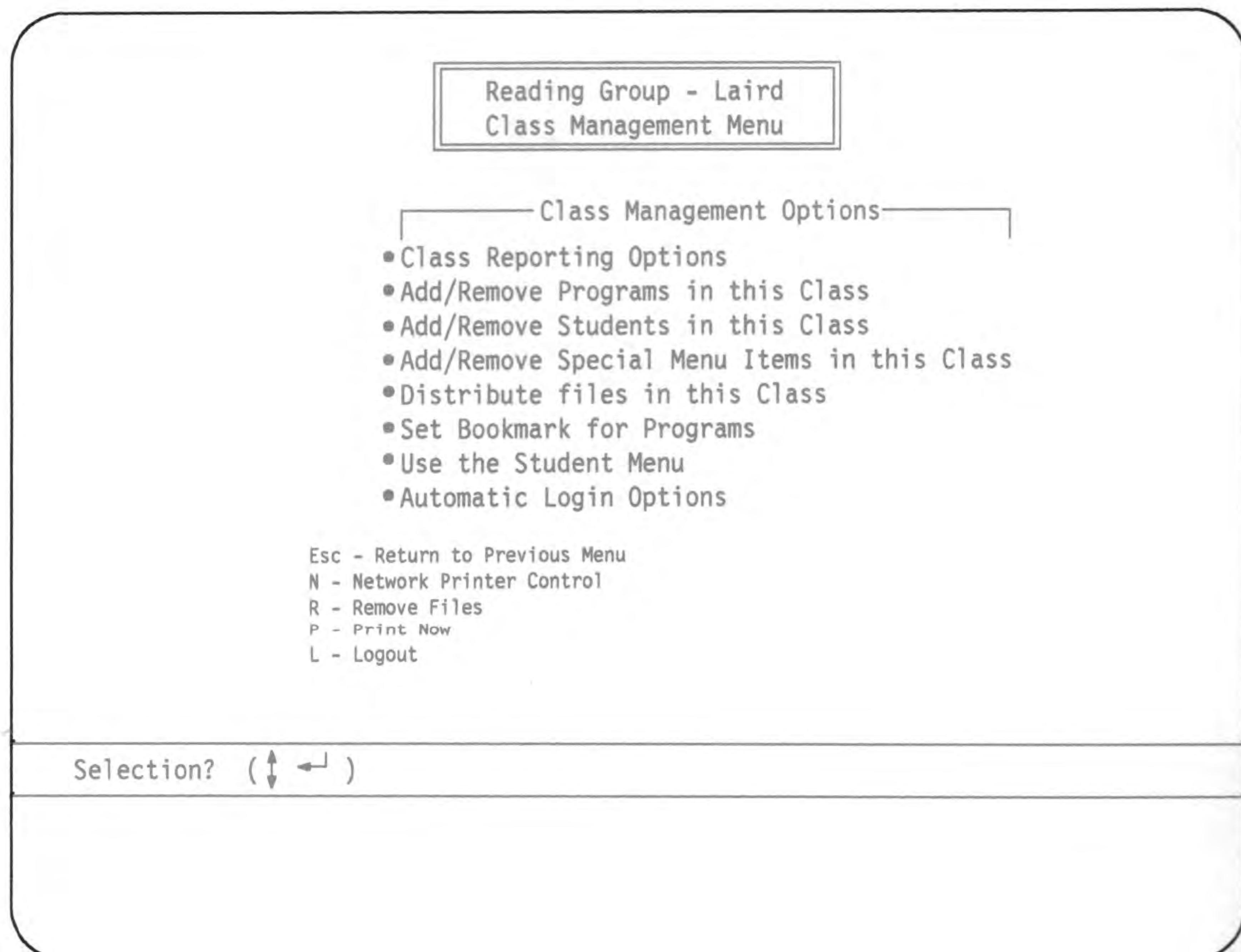
## Class Management Menu

The Class Management Menu allows teachers to access the functions available for managing classrooms, such as defining which programs and students are associated with the class, and getting reports about students' progress.

### Before You Begin

Before you can display the Class Management Menu, you must first create at least one class. The Class Management Menu can be displayed only by selecting a class from the Teacher Main Menu. See Appendix B, "Teacher Planning," for more information on creating your first class.

A sample Class Management Menu is shown in the following figure:



Use the Class Management Menu to do the following:

- Request the class reporting options.
- Add/remove courseware programs in the selected class.
- Add/remove students in the selected class.
- Add/remove special menu items for the selected class.
- Distribute files to the class.
- Set bookmarks for programs with bookmark capabilities.
- Use the Student Menu of a student taking your class.
- Use the automatic login options.

To use any of the class management options, you must first do the following:

- 1 Add your class or group from your Teacher Main Menu.
- 2 Select the class or group from your Teacher Main Menu.

The following pages describe the options available on the Class Management Menu.

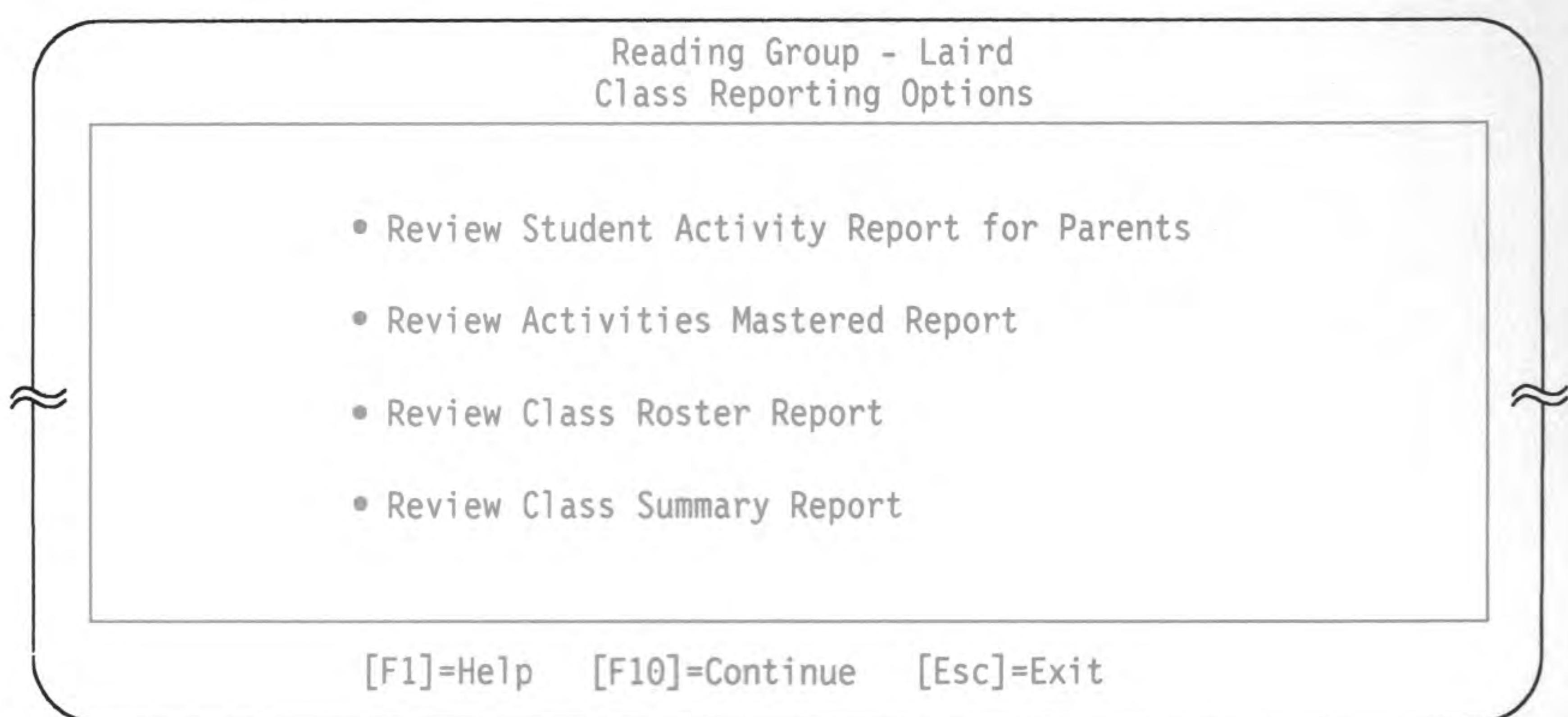
## **Class Reporting Options**

The Class Reporting Options allow you to do the following:

- Review class reports on your screen.
- Print a report.
- Save a report to a file.
- Delete student activity data.

To review the class reporting screens, complete the following steps:

- 1 From the Class Management Menu, select Class Reporting Options. When you select this option, the following screen lists the available reports:



- 2 Use the arrow keys to highlight a report from the menu and select it by pressing **F10**.

The following pages describe each of the reports available from this list.

#### ***Student Activity Report for Parents***

To review the Student Activity Report for Parents, complete the following steps:

- 1 Select a class on your Teacher Main Menu. The Class Management Menu is displayed.
- 2 Select Class Reporting Options on your Class Management Menu. The Class Reporting Options screen is displayed.
- 3 Select Review Student Activity Report for Parents on the Class Reporting Options screen. After you select Review Student Activity Report for Parents, you see a list of the ways that a date can be entered for the report.

The following is an example of that screen:

Reading Group - Laird  
Review Student Activity Report for Parents

- Report Today's Activity
- Report Activity On and Before a Certain Date
- Report Activity On and After a Certain Date
- Report Activity On and Between Two Dates
- Report All Activity

[F1]=Help [F10]=Continue [Esc]=Exit

4 Use the arrow keys to select a reporting date option and press **F10**. Date input fields containing the current date are displayed under your selection as shown in the following example:

Reading Group - Laird  
Review Student Activity Report for Parents

- Report Activity On and Before a Certain Date

Month: [03] Day: [17] Year: [1987]

[F1]=Help [F10]=Continue [Esc]=Exit

The Report Today's Activity and Report All Activity options do not have date fields.

5 Type the date or range of dates you want to review and press **F10**.

The following screen lists the students who have activity logs for the dates specified. You can review activities for some or all of your students.

| Reading Group - Laird                                       |             |
|-------------------------------------------------------------|-------------|
| Report Activity On and Before a Certain Date                |             |
| Students With Logs                                          |             |
| Alpern, Ed                                                  | (ALPERN )   |
| Dalezman, Joe                                               | (DALEZMAN ) |
| Fraley, Brad                                                | (FRALEY )   |
| Gray, Peggy                                                 | (GRAY )     |
| Mason, Rick                                                 | (MASON )    |
| Mathur, Neera                                               | (MATHUR )   |
| Vollmer, Bob                                                | (VOLLMER )  |
| Students Without Logs                                       |             |
| Harrellson, David (HARRELLSON)                              |             |
| Highlighted Item 1 of 7 End                                 |             |
| Highlighted Item 1 of 1                                     |             |
| [F1]=Help [F10]=Continue [Ins]=Mark [Del]=Remove [Esc]=Exit |             |

To mark an individual student's log for review, complete the following steps:

- 1 Use the Up and Down Arrow keys to position the highlight bar on the student's name, and press **Ins**. Mark all the students whose logs you want to review.  
To unmark a student name, place the highlight bar on the marked student's name, and press **Ins** again.
- 2 When you complete marking students that you want to review, press **F10**. Press **Esc** to quit without including the marked selection in the report.

To remove selected logs from the network, complete the following steps:

- 1 Use the arrow keys to move the highlight bar to the student's name, and press **Del**. Mark all the students whose activity logs you want to delete.  
To unmark a student name, position the highlight bar on the marked student's name, and press **Del** again.

**2** Deleting the log removes the student's entire activity log for that class. A message appears that confirms the permanent removal of the student's entire activity log for that class. Remove activity logs frequently in order to save space on the server. *It is recommended that a printed report be generated before the log is removed.*

To delete student logs, press **F10** when you complete marking them.

After you press **F10** at the Students With Logs screen, the following screen appears:

| LOG ACTIVITY REPORT FOR PARENTS |                         |                                                                                          |                |
|---------------------------------|-------------------------|------------------------------------------------------------------------------------------|----------------|
| STUDENT:                        | Ed Alpern               | DATE:                                                                                    | March 17, 1987 |
| CLASS:                          | Reading Group - Laird   | TEACHER:                                                                                 | J. Laird       |
| PROGRAM TITLE                   | RUN DATE / TASK-TIME    | COMMENTS                                                                                 |                |
| Parts of Speech: Level II       | February 26, 1987 00:23 | PARTS OF SPEECH: Level II<br>Whatzit, Study, Verbs.<br>Check it off your progress chart. |                |
| Parts of Speech: Level II       | February 26, 1987 00:42 | PARTS OF SPEECH: Level II<br>Whatzit, Practice.<br>Very good, you scored 85%.            |                |

[F1]=Help [F3]=Print/Save [F4]=Print/Save All [F10]=Next Student [Esc]=Exit

The title on this screen remains visible throughout the report.

You can print the reports, save the reports to a file, or review the next student's activity.

The Print/Save options are the same as those for the List Classes/Students/Programs option on your Teacher Main Menu. Refer to "Print or Save a List of Students or Programs" on page 7-11 for information on using the Print/Save options.

Following is an example of a printed report:

| LOG ACTIVITY REPORT FOR PARENTS |                                 |                                                                                           |
|---------------------------------|---------------------------------|-------------------------------------------------------------------------------------------|
| March 17, 1987                  |                                 |                                                                                           |
| STUDENT:                        | Ed Alpern                       | INSTRUCTOR:                                                                               |
| CLASS:                          | Reading Group - Laird           |                                                                                           |
| PROGRAM TITLE                   | RUN DATE / TASK-TIME<br>(HH:MM) | COMMENTS<br>(FROM PROGRAM)                                                                |
| Parts of Speech - Level II      | February 26, 1987 00:23         | PARTS OF SPEECH: Level II.<br>Whatzit, Study, Verbs.<br>Check it off your progress chart. |
| Parts of Speech - Level II      | February 26, 1987 00:42         | PARTS OF SPEECH: Level II.<br>Whatzit, Practice.<br>Very good, you scored 85%.            |
| Parts of Speech - Level II      | February 26, 1987 00:28         | PARTS OF SPEECH: Level II.<br>Whatzit, Self-test.<br>Good, you scored 80%.                |
| Reading for Meaning - Level I   | February 26, 1987 00:18         | READING FOR MEANING: Level I.<br>Lesson 5, Getting the picture.<br>94% Great Job!         |
| Reading for Meaning - Level I   | February 27, 1987 00:25         | READING FOR MEANING: Level I.<br>Lesson 6, Read a story.                                  |

### ***Activities Mastered/Completed Report***

To review the Activities Mastered/Completed Report, complete the following steps:

- 1 Select a class on your Teacher Main Menu.
- 2 Select Class Reporting Options on your Class Management Menu.
- 3 Select Review Activities Mastered/Completed Report on the Class Reporting Options screen.

The next three screens let you pick the program, unit, and lesson you want to include in the report. Use the arrow keys and **F10** to make your selections.

On the following screen, you select the program for the Activities Mastered/Completed Report:

Activities Mastered/Completed Report - Program Selection

Programs Run

- Bouncy Bee Learns Words
- Listen to Learn
- Reading for Information: Level II
- Reading for Meaning: Level I
- Parts of Speech: Level II
- Vocabulary: Level II

Highlighted Item 1 of 6 End

[F1]=Help [F10]=Investigate Highlighted Program [Esc]=Exit

You can select a specific unit from the program you specified. After you press **F10** to select the program, the following screen is displayed:

Activities Mastered/Completed Report - Unit Selection

PROGRAM: Parts of Speech: Level II

Units Run

- 02 : Subject/Verb Agreement 2
- 03 : Pronoun Forms 1
- 05 : Plural/Possessive Nouns
- 09 : Irregular Verbs 4
- 10 : Confusing Words 1

Highlighted Item 1 of 5 End

[F1]=Help [F10]=Investigate Highlighted Unit [Esc]=Exit

Press **Esc** to return to the Program Selection screen.

After you press **F10** to select the unit, the following screen allows you to select a specific lesson from the program and unit you specified:

Activities Mastered/Completed Report - Lesson Selection

PROGRAM: Parts of Speech: Level II      UNIT: Irregular Verbs 4

Lessons Run

|    |   |               |
|----|---|---------------|
| 01 | : | grew/grown    |
| 02 | : | wore/worn     |
| 03 | : | wrote/written |

Highlighted Item 1 of 3 \_\_\_\_\_ End

[F1]=Help . [F10]=Investigate Highlighted Lesson [Esc]=Exit

Press **Esc** to return to the Unit Selection screen.

When you press **F10** at the Lesson Selection screen, the following screen is displayed:

Activities Mastered/Completed Report      March 17, 1987

CLASS: Reading Group - Laird      PROGRAM: Punctuation - Level II

UNIT: 1 - Handbook      LESSON: 2 - Capitals, Names of People

| STUDENT NAME      | ACTIVITIES MASTERED/COMPLETED |   |   |   |   |   |   |   |   |
|-------------------|-------------------------------|---|---|---|---|---|---|---|---|
|                   | 1                             | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Alpern, Ed        | -                             | - | - |   |   |   |   |   |   |
| Dalezman, Joe     | /                             | - | - |   |   |   |   |   |   |
| Fraley, Brad      | -                             | X | - |   |   |   |   |   |   |
| Gray, Peggy       | -                             | - | - |   |   |   |   |   |   |
| Harrellson, David | -                             | - | - |   |   |   |   |   |   |
| Mason, Rick       | -                             | - | - | / |   |   |   |   |   |

Highlighted Item 1 of 8 \_\_\_\_\_ PgDn

[F1]=Help [F3]=Print/Save [Esc]=Exit

The program, unit, and lesson you specified appear on the Activities Mastered/Completed Report.

The following "grades" appear on the screen and indicate how well the student performed each activity:

**Grade Description**

- X** The student mastered or completed the activity, according to the program.
- /** The student attempted the activity but did not master or complete it, according to the program.
- The student did not attempt the activity.

Press **End** to see the bottom of the Activities Mastered/Completed Report. A legend indicates the activity description for each of the activity numbers on the report.

The following options are available:

**Key Description**

- F1** Display the help information.
- F3** Display the report or save the report to a file.
- Esc** Exit and return to the Lesson Selection screen.

## **Class Roster Report**

To review the Class Roster Report, complete the following steps:

- 1** Select a class on your Teacher Main Menu. The Class Management Menu is displayed.
- 2** Select Class Reporting Options on your Class Management Menu. The Class Reporting Options Screen is displayed.
- 3** Select Review Class Roster Report on the Class Reporting Options screen.

The following is an example of a Class Roster Report:

| CLASS ROSTER REPORT   |              |
|-----------------------|--------------|
| Reading Group - Laird |              |
| March 17, 1987        |              |
| STUDENT NAME          | STUDENT ID   |
| Alpern, Ed            | (ALPERN )    |
| Dalezman, Joe         | (DALEZMAN )  |
| Fraley, Brad          | (FRALEY )    |
| Gray, Peggy           | (GRAY )      |
| Harrellson, David     | (HARRELLSON) |
| Mason, Rick           | (MASON )     |
| Mathur, Neera         | (MATHUR )    |
| Vollmer, Bob          | (VOLLMER )   |

End

[F1]=Help [F3]=Print/Save [Esc]=Exit

The title remains on the screen as you scroll through the report.

The following options are available:

**Key Description**

**F1** Display the help information.

**F3** Print the report, or save the report to a file.

**Esc** Exit and return to the Class Reporting Options screen.

Following is an example of a printed report:

| STUDENT NAME      | STUDENT ID   |
|-------------------|--------------|
| Alpern, Ed        | (ALPERN )    |
| Dalezman, Joe     | (DALEZMAN )  |
| Fraley, Brad      | (FRALEY )    |
| Gray, Peggy       | (GRAY )      |
| Harrellson, David | (HARRELLSON) |
| Mason, Rick       | (MASON )     |
| Mathur, Neera     | (MATHUR )    |
| Vollmer, Bob      | (VOLLMER )   |

### ***Class Summary Report***

To review a Class Summary Report, complete the following steps:

- 1 Select a class on your Teacher Main Menu. The Class Management Menu is displayed.
- 2 Select Class Reporting Options on your Class Management Menu. The Class Reporting Options screen is displayed.

### 3 Select Review Class Summary Report on the Class Reporting Options screen.

The next three screens let you choose the program, unit, and lesson you want to include in the report. Use the arrow keys and **F10** to make your selections. Press **Esc** to return to the previous screen.

After you select a lesson, a Class Summary Report screen is displayed. The program, unit, and lesson you specified appear on the Class Summary Report that follows:

| Class Summary Report |                       | March 17, 1987       |                           |   |   |   |   |
|----------------------|-----------------------|----------------------|---------------------------|---|---|---|---|
| CLASS:               | Reading Group - Laird | PROGRAM:             | Parts of Speech: Level II |   |   |   |   |
| UNIT:                | Confusing Words 1     | LESSON:              | to/too/two                |   |   |   |   |
| Home — PgUp — PgDn   |                       |                      |                           |   |   |   |   |
| STUDENT NAME         | AVG.                  | ACTIVITIES COMPLETED | 1                         | 2 | 3 | 4 | 5 |
| Mason, Rick          | A 2                   | 2                    | 2                         |   |   |   |   |
|                      | S 91                  | 83                   | 100                       |   |   |   |   |
|                      | T 0:00                | 0:00                 | 0:00                      |   |   |   |   |
|                      | H 0                   | 0                    | 0                         |   |   |   |   |
| Mathur, Neera        | A 1                   | 2                    | 1                         |   |   |   |   |
|                      | S 100                 | 100                  | 100                       |   |   |   |   |
|                      | T 0:01                | 0:02                 | 0:01                      |   |   |   |   |
|                      | H 0                   | 0                    | 0                         |   |   |   |   |
| Ridgeway, Marty      | A 2                   | 2                    | 2                         |   |   |   |   |
|                      | S 91                  | 83                   | 100                       |   |   |   |   |
|                      | T 0:00                | 0:00                 | 0:00                      |   |   |   |   |
|                      | H 0                   | 0                    | 0                         |   |   |   |   |

[F1]=Help [F3]=Print/Save [Esc]=Exit

**Note:** Not all Basic Skills programs report all data as shown in the preceding examples. See Appendix D, "Program Information Guide," for further information pertaining to the Basic Skills Series.

Each student's log contains the following items for each activity completed:

**Item Description**

- A** The student's number of attempts at the activity
- S** The student's average score on the activity
- T** The student's total time on the activity
- H** The number of times the student used help in the activity

When these activities are recorded, an average score of all attempts for each activity is determined. For example, if a student makes three attempts at an activity with an average of 70, two attempts at a second activity with an average of 80, and one attempt at a third activity with an average of 92, the overall average is 77.

The number of attempts, the scores, the total time, and the number of times help was used are all averaged. This information is reported for each student in a separate column called "Average."

Press **End** to go to the bottom of the Class Summary Report screen. A legend indicates the activity description for each of the activities on the report.

From this screen you have the following options:

**Key Description**

- F1** Display the help information.
- F3** Print the report, or save the report to a file.
- Esc** Exit and return to the Lesson Selection screen.

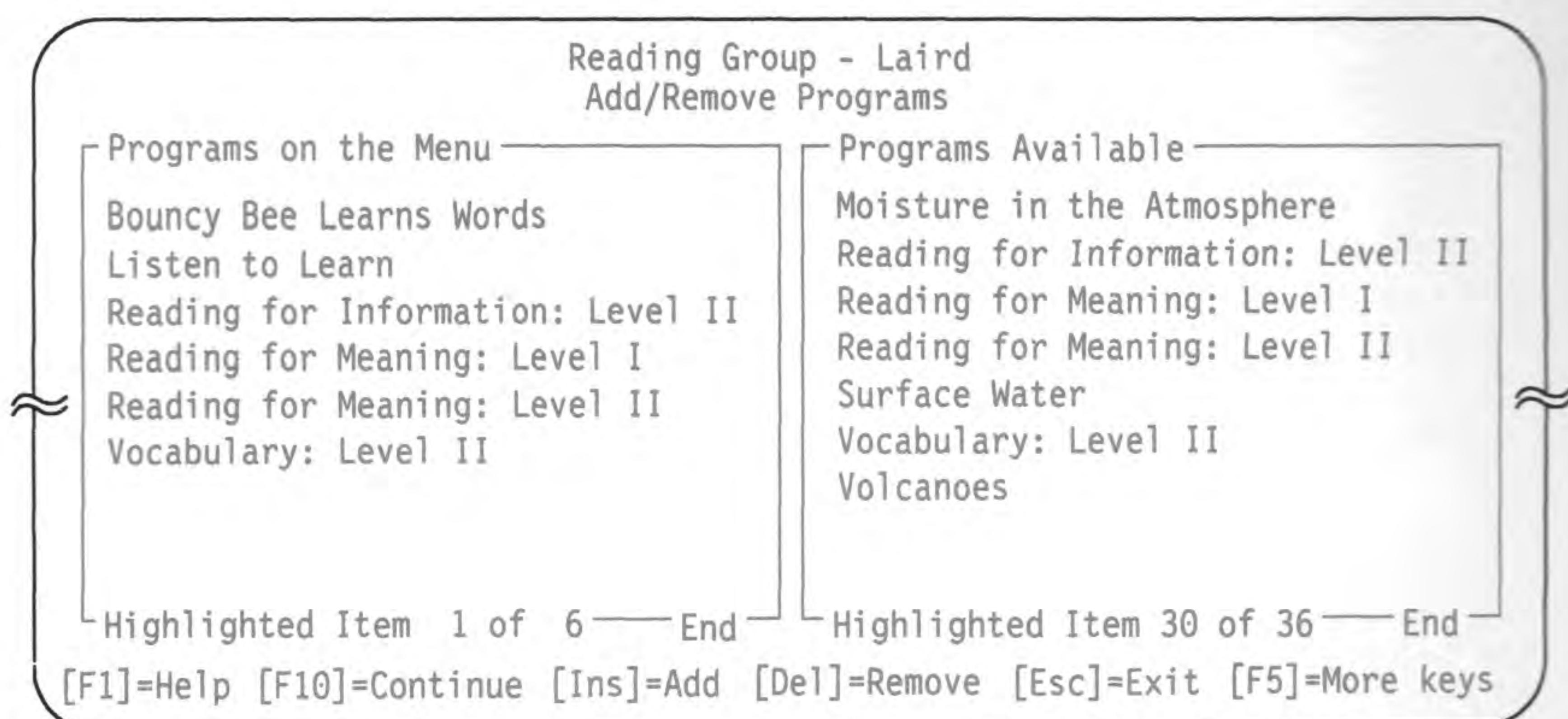
Following is an example of a printed report:

| STUDENT NAME    | Avg.   | 1    | 2    | 3 | 4 | 5 |
|-----------------|--------|------|------|---|---|---|
| Alpern, Ed      | A 1    | 1    | 1    |   |   |   |
|                 | S 80   | 100  | 60   |   |   |   |
|                 | T 0:04 | 0:04 | 0:04 |   |   |   |
|                 | H 0    | 0    | 0    |   |   |   |
| Dalezman, Joe   | A 2    | 2    | 2    |   |   |   |
|                 | S 100  | 100  | 100  |   |   |   |
|                 | T 0:02 | 0:02 | 0:02 |   |   |   |
|                 | H 0    | 0    | 0    |   |   |   |
| Fraley, Brad    | A 1    | 1    | 2    |   |   |   |
|                 | S 88   | 66   | 100  |   |   |   |
|                 | T 0:05 | 0:08 | 0:02 |   |   |   |
|                 | H 0    | 0    | 0    |   |   |   |
| Gray, Peggy     | A 2    | 2    | 2    |   |   |   |
|                 | S 91   | 83   | 100  |   |   |   |
|                 | T 0:02 | 0:02 | 0:02 |   |   |   |
|                 | H 0    | 0    | 0    |   |   |   |
| Mason, Rick     | A 2    | 2    | 2    |   |   |   |
|                 | S 91   | 83   | 100  |   |   |   |
|                 | T 0:00 | 0:00 | 0:00 |   |   |   |
|                 | H 0    | 0    | 0    |   |   |   |
| Mathur, Neera   | A 1    | 2    | 1    |   |   |   |
|                 | S 100  | 100  | 100  |   |   |   |
|                 | T 0:01 | 0:02 | 0:01 |   |   |   |
|                 | H 0    | 0    | 0    |   |   |   |
| Ridgeway, Marty | A 2    | 2    | 2    |   |   |   |
|                 | S 91   | 83   | 100  |   |   |   |
|                 | T 0:00 | 0:00 | 0:00 |   |   |   |
|                 | H 0    | 0    | 0    |   |   |   |
| Test, Teacher 1 | A      |      |      |   |   |   |
|                 | S      |      |      |   |   |   |
|                 | T      |      |      |   |   |   |
|                 | H      |      |      |   |   |   |

### Add/Remove Programs in this Class

The Add/Remove Programs in this Class option allows you to select the programs for your class. You also can use this option to remove programs from your class. The programs you select are displayed on the students' menus for this class.

When you select this option, the following screen appears:



The left side of the screen displays the courseware programs you have already added to your class. If your class is new, no programs appear on the left side. The right side shows the programs available on the network. Use the Left and Right Arrow keys to move the highlight bar between the two lists. The Up and Down Arrow keys allow you to scroll through the programs listed on either side of the screen.

Courseware programs are listed alphabetically.

You can type the letter keys (A-Z) to find a program. When you type a letter, the highlight bar moves to the first program name that begins with that letter.

### Add Courseware Programs

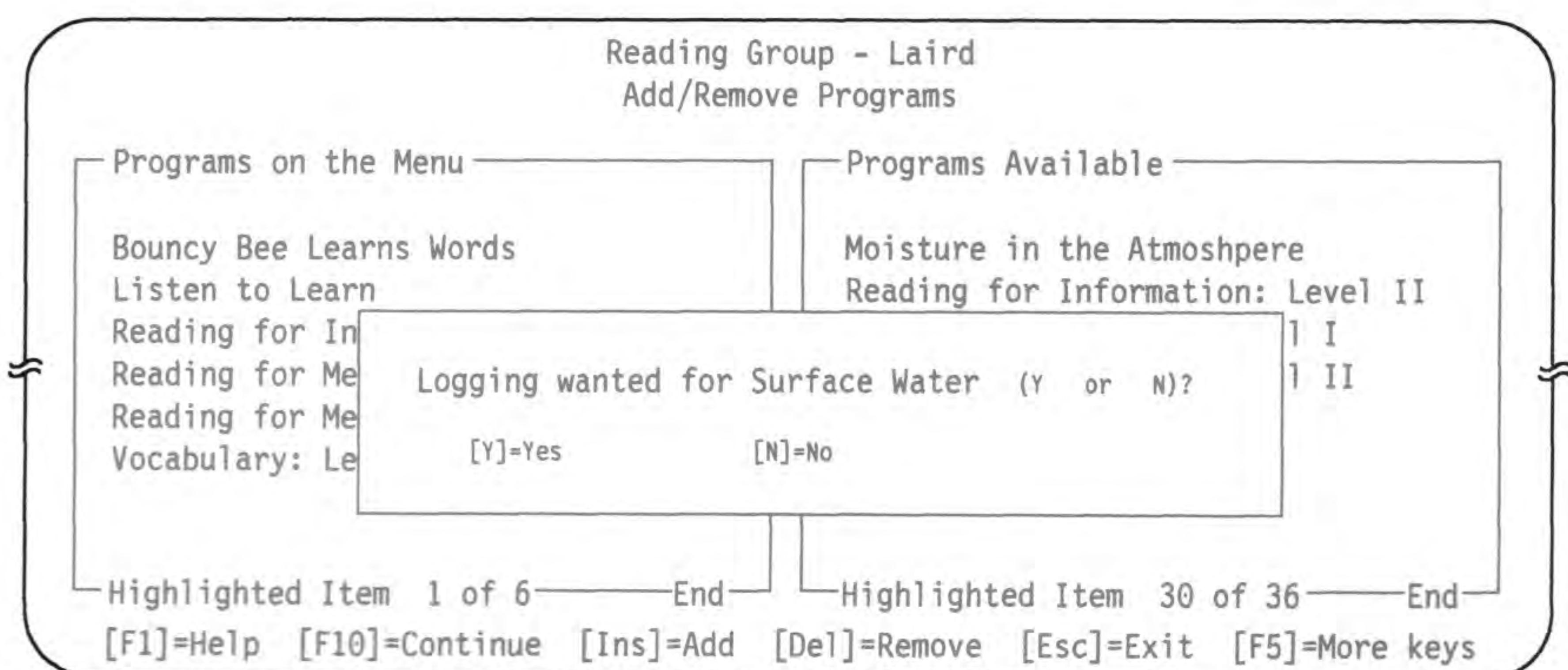
After you select Add/Remove Programs in this Class, make sure the highlight bar is on the right side of the screen. To add courseware programs, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on the name of the program you want to add to your class.
- 2 Press **Ins** to mark the program name you are adding. Mark any other programs you want to add to your class in the same manner. You can have a maximum of 12 items on a student's menu, which includes programs and special menu items.

To unmark a program name, position the highlight bar on the marked program and press **Ins** again.

**3** Press **F10** to add all the marked programs to your menu.

A pop-up screen appears for each program being added:



**4** Enter **Y** if you want use the class reporting options reports to track each student's progress. Only the Report for Parents will be generated for programs that do not follow the IBM Classroom LAN Administration System Version 1.30 standard log record format as described in Appendix F, "Standard Log Record for Applications" on page F-1.

Enter **N** if you do not want to record program use. You are returned to the Add/Remove Programs screen.

The programs you added are displayed on the left side.

**5** Press **Esc** to stop adding the program to the Class/Group, and return to the Class Management Menu.

#### Add Courseware Programs to a Class from a File

You also can add courseware programs from a file, rather than selecting them one at a time from a list. The file can be a network file, or one stored on a diskette.

The format of the program names file is the same as that created with the List Classes/Students/Programs function on your Teacher Main Menu. A file created by that option can be used here to add the same list of programs to another class. If you are creating a new file, the file must contain the following tags:

**PROGRAMID:      DESCRIPTION:**

You must leave at least one blank space after the **PROGRAMID:** tag, and before and after the **DESCRIPTION:** tag.

The following is an example of five lines in a file of program names:

ProgramID: LOGO   Description: Logo  
ProgramID: PVT   Description: Private Tutor  
ProgramID: SPEL1   Description: Spelling - Level I  
ProgramID: A1P1   Description: Algebra I: Part 1  
ProgramID: VL2   Description: Vocabulary Level II

Once you have a file to use, complete the following steps:

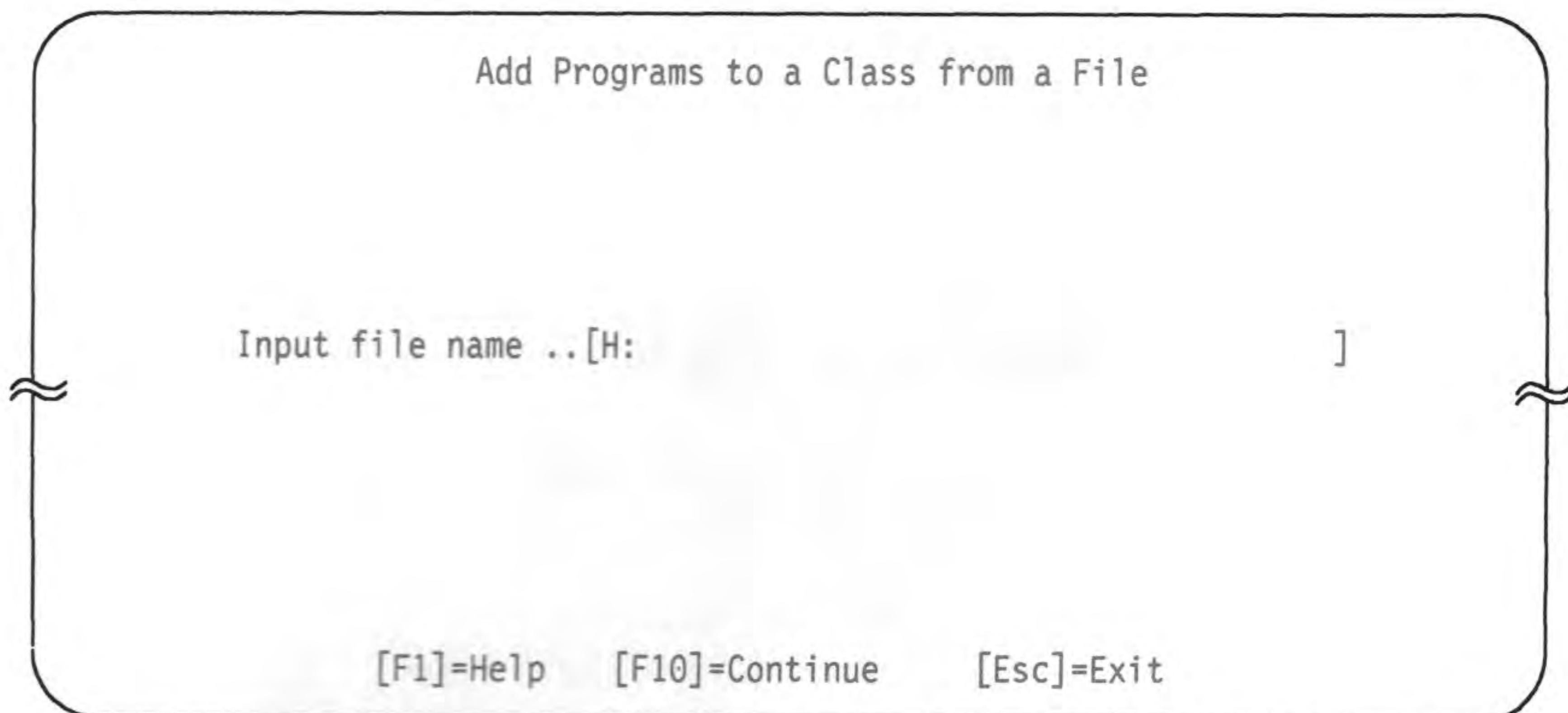
- 1 Press **F5** at the Add/Remove Programs screen, and the following option line replaces the one at the bottom of your screen.

[F2]=Add from File   [F9]=Delete All   [F5]=More keys

**Key   Description**

**F2**   Add programs from a file to the class.  
**F5**   Display the original option key line as shown in the preceding sample.  
**F9**   Delete all the programs from the class listed in the left side of the screen.

2 Press **F2** to add programs to the class from your file. You see the following screen:



3 If your file is on the network, type the name of the file containing your list of program names to be added after the H: on the screen.

If the file is on a diskette, type the file information as shown in the following example:

b:filename

You must use drive B. Replace filename with the name of your file. Insert the diskette into drive B.

4 Press **F10** and programs identified in the file are added to the class. As each program is added, a window is displayed. Indicate by typing **Y** or **N** whether to record each program access in the student's activity log.

The left side of the screen displays the programs you have added.

### Remove Courseware Programs

- 1 Select Add/Remove Programs in this Class on the Class Management Menu. The Add/Remove Programs screen is displayed.
- 2 Position the highlight bar on the left side of the screen, which displays the list of programs on your class menu.

- 3 Use the arrow keys to place the highlight bar on the name of the program you want to remove.
- 4 Press **Del** to mark the program name. Mark other programs you want to remove from your class.  
To unmark a program name, place the highlight bar on the marked program and press **Del** again.
- 5 Press **F10** when you have marked all the programs you want to remove.
- 6 You see a prompt when you are removing programs that have been added to the class with the logging option. Select **Y** to free space when you no longer have a need for any Summary or Mastery reports on this program. Select **N** if you still wish to get reports for this program.  
Programs that have been removed no longer appear on the left side of the screen.
- 7 Press **Esc** to return to the Class Management Menu.

#### **Remove All Courseware Programs from the Class**

To remove all courseware programs from the class, complete the following steps:

- 1 Select Add/Remove Programs on your Class Management Menu. The Add/Remove Programs screen is displayed.
- 2 Press **F5** to display more function keys.
- 3 Press **F9** to remove all courseware programs from the Student Menu. You are warned that all your courseware programs will be removed from your the Student Menus.
- 4 Press **F10** to remove all the marked programs, or press **Esc** to quit without removing any marked items.

## Add/Remove Students in this Class

Use the Add/Remove Students in this Class option to add or remove students from a selected class. When you select this option, the following screen appears:

Add/Remove Students - Search Arguments

|               |                        |
|---------------|------------------------|
| Name(s)... [  | ▶ (Blank = All Names)  |
| Type(s)... [  | (Blank = S and G)      |
| Grade(s)... [ | ▶ (Blank = All Grades) |

NOTE: Leave all three fields blank and press [F10] to see entire list of Students and Generic Users.

[F1]=Help [F10]=Continue [Esc]=Exit

Use this screen to display a list of students, to add students to your class, or remove students from your class. The list can either show all students on the network or a selected portion. For example, if you are creating an eighth grade English class, you can limit your list to just eighth grade students.

When this screen is displayed, each of the Name, Type, and Grade search fields is blank. Pressing **F10** when search fields are blank displays all the Students and Generic users on the network. You can type information in the fields if you want to search more selectively. For example, if you want to see all the students on the network with last names that begin with G, type **G** in the name field.

You can list the students in several grades by entering grade numbers in the Grade field. Separate the grade numbers with either a comma or a blank. In the Type field, you can specify students or generics. A help screen, which explains other search characters you can use, is available for each of the search fields. For help, place the highlight bar on the Name, Type, or Grade field and press **F1**.

When you finish typing in the search fields, or if you choose to leave them blank, press **F10**.

The list generated by your search criteria appears on the right side of the following screen. The information you typed in the search fields appears at the top.

| Biology - Laird<br>Add/Remove Students |              |                   |              |
|----------------------------------------|--------------|-------------------|--------------|
| Students in Class                      |              | All Students      |              |
| GUEST STUDENT                          | (GUEST )     | Fraley, Brad      | (FRALEY )    |
| Harrellson, David                      | (HARRELLSON) | Gray, Peggy       | (GRAY )      |
| Vollmer, Bob                           | (VOLLMER )   | GUEST STUDENT     | (GUEST )     |
|                                        |              | Harrellson, David | (HARRELLSON) |
|                                        |              | Mason, Rick       | (MASON )     |
|                                        |              | Mathur, Neera     | (MATHUR )    |
|                                        |              | Vollmer, Bob      | (VOLLMER )   |

Highlighted Item 1 of 3 — End      Highlighted Item 1 of 7 — End  
[F1]=Help [F10]=Continue [Ins]=Add [Del]=Remove [Esc]=Exit [F5]=More keys

Students are listed alphabetically. The left side of the screen displays the students you have already added to your class. The right side shows the names of the students on the network as defined by the search field criteria. The Left and Right Arrow keys move the highlight bar between the two lists. Use the Up and Down Arrow keys to scroll through the student names listed on either side of the screen.

To add students to your class, complete the following steps:

- 1 Use the arrow keys to move the highlight bar to the right side of the screen.
- 2 Use the Up and Down Arrow keys to scroll through the list of students. Place the highlight bar on the student name you want to add to your class.
- 3 Press **Ins** to mark the student's name. Mark all the students you want to add. A class can contain up to 50 students.  
To unmark a student name, place the highlight bar on the marked student name and press **Ins** again.
- 4 Press **F10** to add the students to your class. As students are added, their names appear on the left side of the screen.

To remove students from your class, complete the following steps:

- 1 Use the Left and Right Arrow keys to place the highlight bar on the left side of the screen.
- 2 Use the Up and Down Arrow keys to scroll the highlight bar through the list of students. Place the highlight bar on the student name you want to remove from your class.
- 3 Press **Del** to mark the student. Mark all the student names you want to remove.  
To unmark a student name, place the highlight bar on the marked student name and press **Del** again.
- 4 Press **F10** to remove the students from your class. As students are removed, their names are removed from the list on the left side of the screen.

#### **Add Students to a Class from a File**

Students can be assigned to the class using a diskette or network file of student names by completing the following steps:

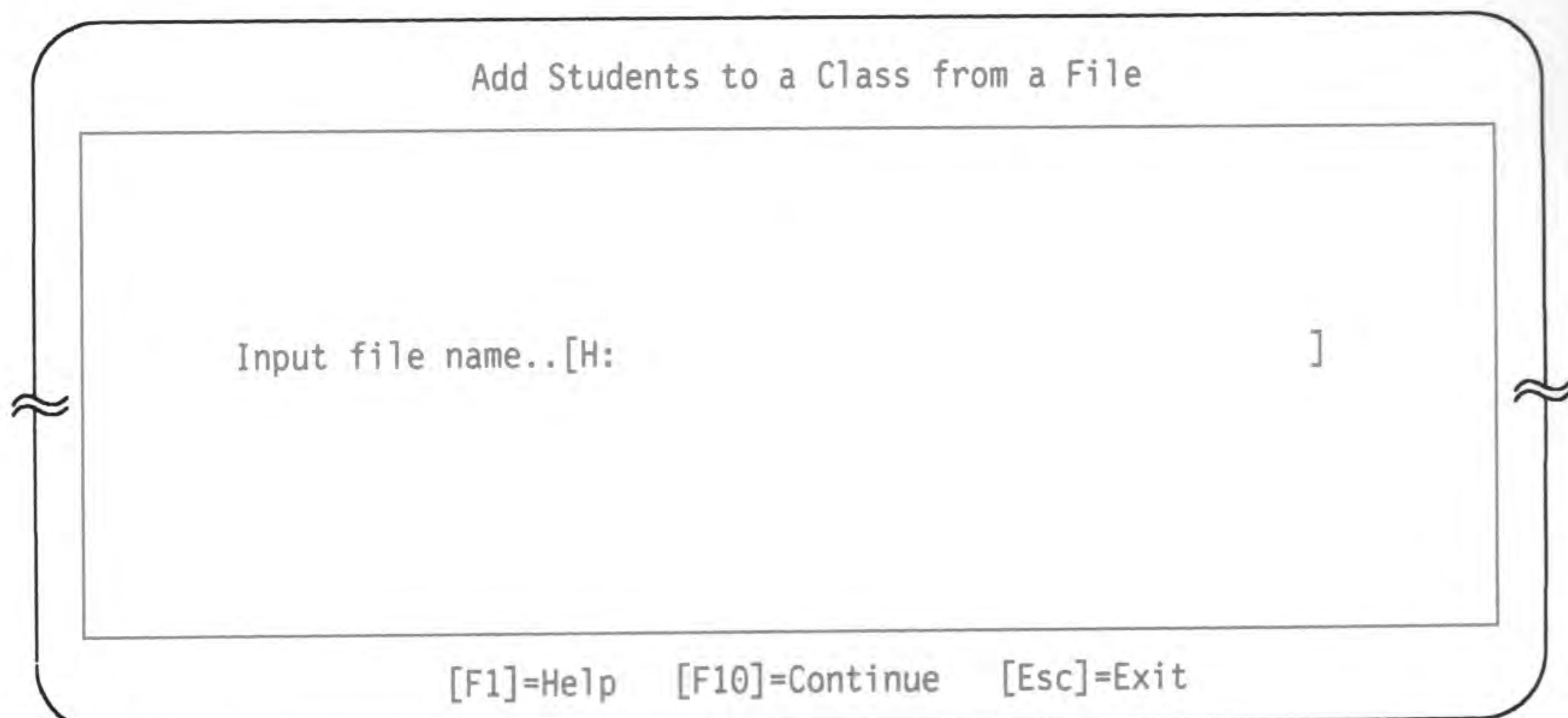
- 1 Press **F5** to change the line of keys on the option line. The option line now displays the following keys:

F2=Add from File F9=Remove All F5=More keys

#### **Key Description**

|           |                                                                |
|-----------|----------------------------------------------------------------|
| <b>F2</b> | Add the list of students from a file.                          |
| <b>F9</b> | Remove all the students listed in the left side of the screen. |
| <b>F5</b> | Display the original option key line.                          |

**2** Press **F2** at the Add/Remove screen to add students listed in an input file. The following screen appears:



**3** If your file is on the network, type the name of the file with the student names to be added after the H: on the screen.

If the file with student names is on a diskette, type the file information as shown below:

b:filename

You must use drive B. Replace filename with the name of your file. Insert the diskette into drive B.

**4** The format of the student names file is the same as that created for the List Classes/Students/Programs option on your Teacher Main Menu. A file created with that option can be used here to add the same list of students to another class. If you are creating your own file, it must contain the following tags. Be sure the names and user IDs in your file match those on the network.

USERID: NAME:

You must leave at least one blank space after the USERID: tag, and before and after the NAME: tag.

The following is an example of four lines from a file of student names:

|                    |                         |
|--------------------|-------------------------|
| UserID: harrellson | Name: Harrellson, David |
| UserID: mason      | Name: Mason, Rick       |
| UserID: mathur     | Name: Mathur, Neera     |
| UserID: vollmer    | Name: Vollmer, Bob      |

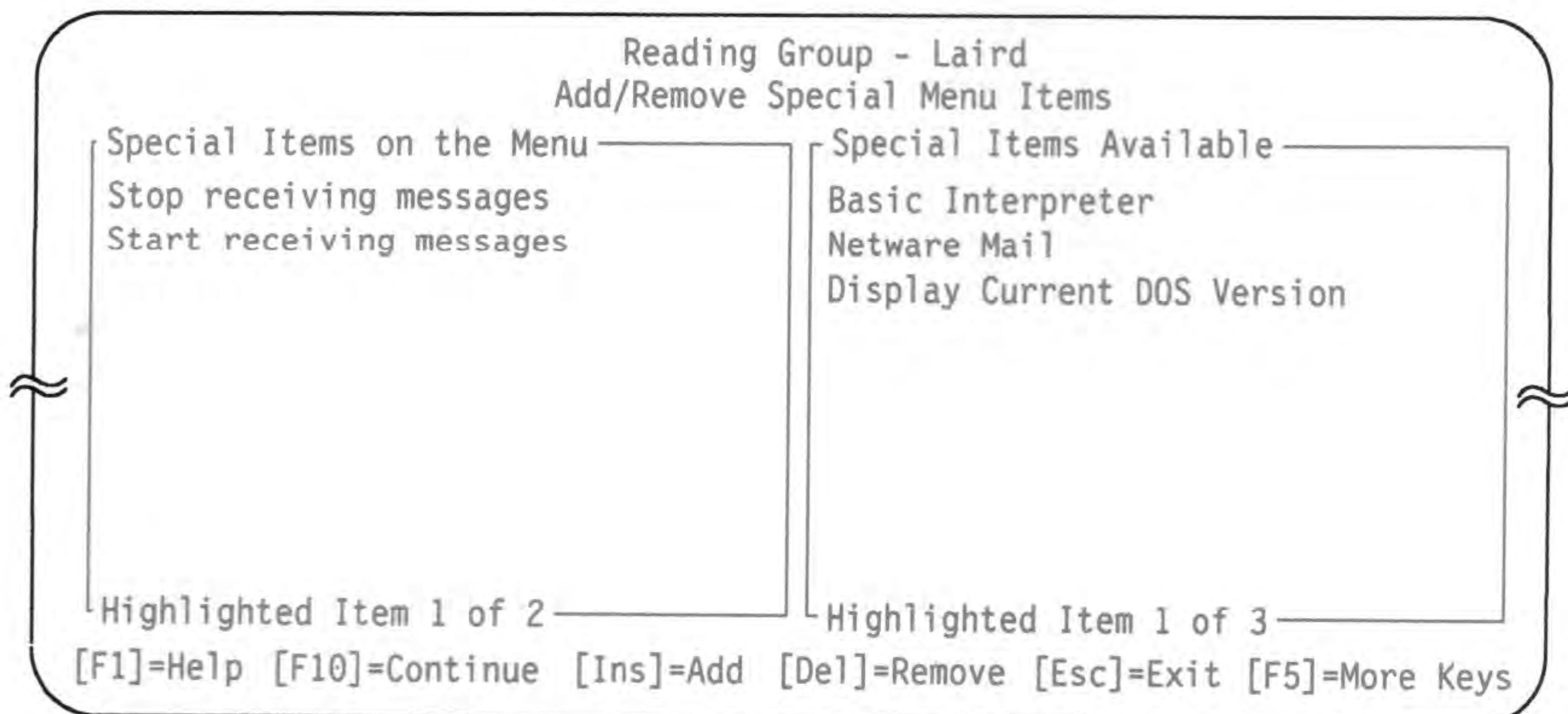
As the students listed in your file are added to the class, their names are added to the left side of the screen.

### Add/Remove Special Menu Items in this Class

Although students do not have direct access to DOS, they may occasionally need to use some DOS commands. The Add/Remove Special Menu Items in this Class option allows you to add items, such as access to DOS commands, to the student menu for a class. Network administrators determine which special menu items are available on the network. You can decide which special menu items are appropriate for your students.

Use this option to select or remove special menu items. Selected menu items are displayed on the student menus of all the students in your class.

When you select Add/Remove Special Menu Items in this Class from the Class Management Menu, the Add/Remove Special Menu Items screen appears. It lists both the special menu items available and those included in your class.



## Add Special Menu Items to Your Class

Follow these steps to add special menu items to your class:

- 1 Use the Left and Right Arrow keys to move the highlight bar to the list of available special items on the right side of the screen.
- 2 Use the Up and Down Arrow keys to place the highlight bar on the description of the item you want to add to your class.
- 3 Press **Ins** to mark the item or items you want to add. The maximum number of programs and special menu items for a class is 12.  
To unmark a special menu item, place the highlight bar on the marked item and press **Ins** again.
- 4 Press **F10** when you have marked all the items you want to add.

The items you added are listed on the left side of the screen.

## Remove Special Menu Items from Your Class

To remove special menu items, complete the following steps:

- 1 Use the Left and Right Arrow keys to move the highlight bar to the left side of your screen. This is a list of special menu items on the class menu.
- 2 Use the Up and Down Arrow keys to place the highlight bar on the item you want to remove from your class.
- 3 Press **Del** to mark the item. Mark any other item you want to remove from your class.  
To unmark an item name, place the highlight bar on the marked item and press **Del** again.
- 4 Press **F10** when you have marked all the items you want to remove.

Removed items are no longer listed on the left side of the screen.

## **Remove All Special Menu Items from Your Class**

To remove all special menu items from your class, complete the following steps:

- 1** Select Add/Remove Special Menu Items on your Office Main Menu.
- 2** On the Add/Remove Special Menu Items screen, press **F5** to display more function keys.
- 3** Press **F9** to remove all special menu items from your class.
- 4** You are warned that all your special menu items will be removed from your class.
- 5** Press **F10** to remove all marked items, or press **Esc** to quit without removing any marked items.

## **Distribute Files in this Class**

The Distribute Files in this Class option provides the following functions:

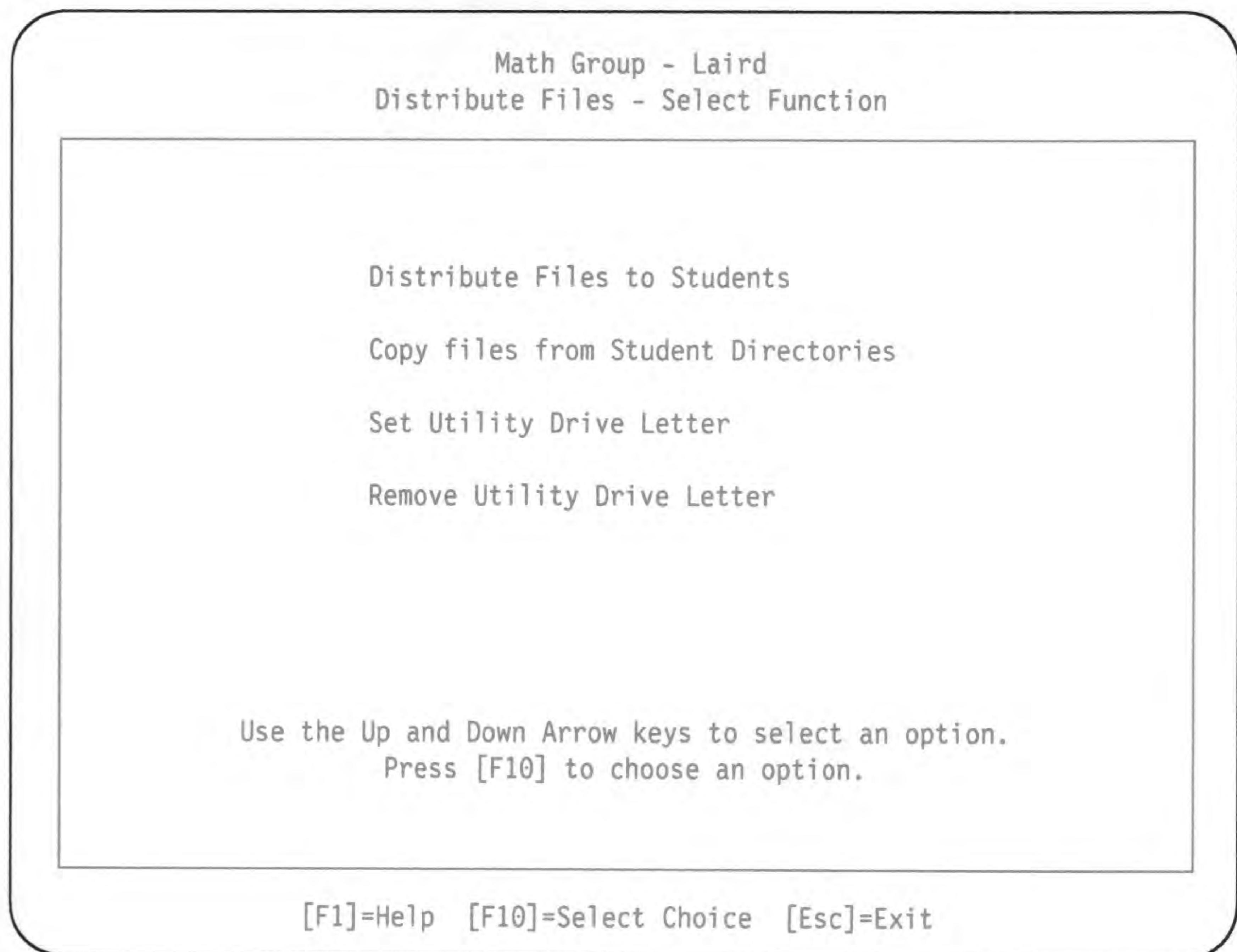
- Distribute files to one or more of the students in your class or group.
- Copy files from students' home directories to a location of your choice.
- Set or remove a utility drive letter that is mapped to a student's home directory.

The Distribute Files in this Class option is accessed from a Class Management Menu. The Class Management Menu is accessed by selecting a class under the Class and Group Selections heading on the Teacher Main Menu.

When you choose the Distribute Files in this Class option, you see the Distribute Files - Select Function menu that allows you to select one of the following functions:

- Distribute Files to Students
- Copy Files from Student Directories
- Set Utility Drive Letter
- Remove Utility Drive Letter

The following figure shows a sample of this screen:



This menu allows you to choose distributing files, copying files, and setting and removing a utility drive letter. The arrow keys are used to make a selection.

#### **Distributing Files to Students**

The Distributing Files to Students function allows you to place files in a student's home directory. You can use this function when you want students to receive files for a task.

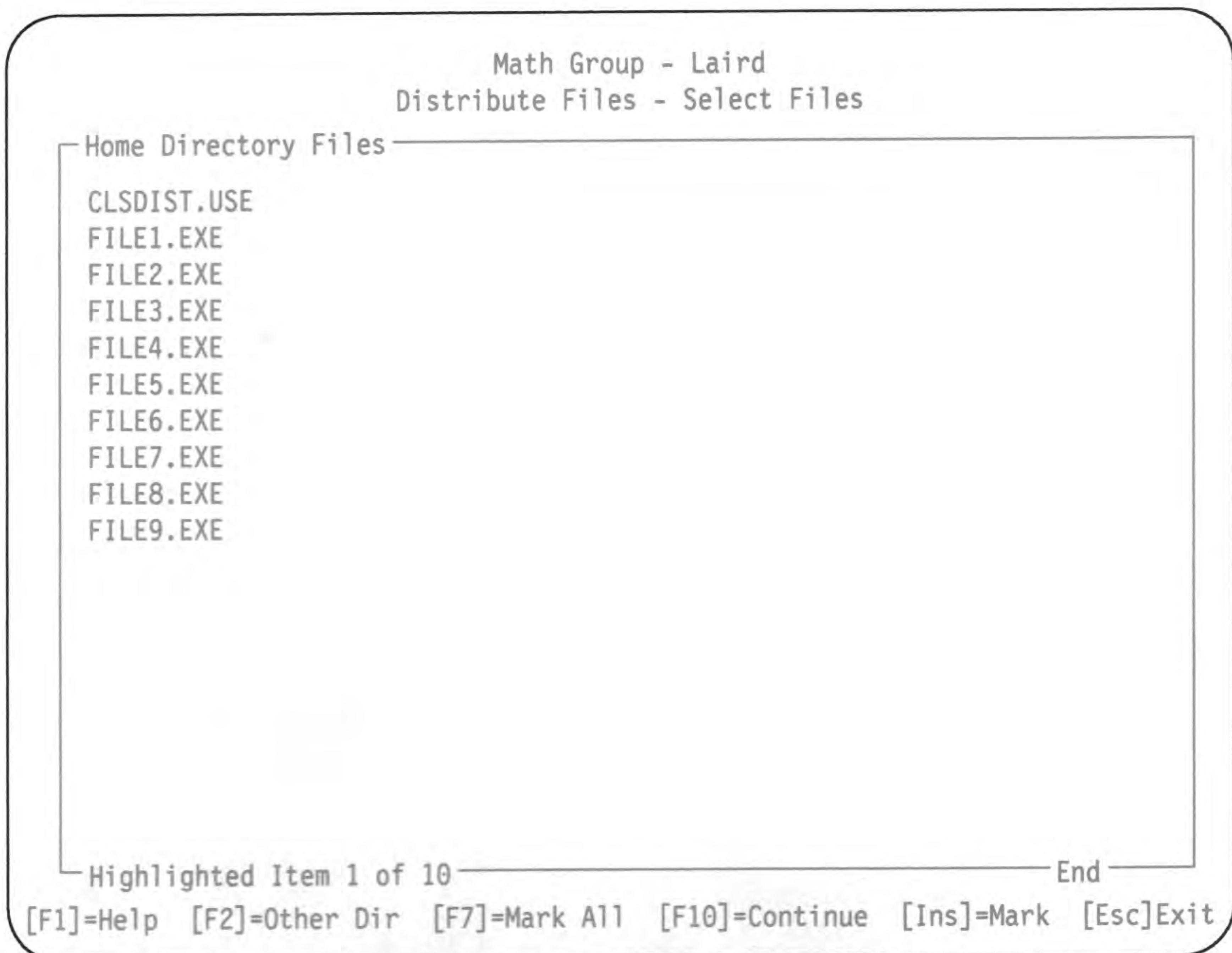
You can select files from your home directory or a drive\path of your choice. After selecting the desired files, you can select the students in the class that are to receive the files.

To distribute files to students, complete the following steps:

- 1 Choose Distribute Files to Students on the Distribute Files - Select Function menu.

2 A list of all files located in your home directory is displayed. You can choose all or some of the files to send to the class. Choose individual files by pressing **Ins**, or press **F7** to choose all the files. After the files have been selected, you can select the students who should receive the file by pressing **F10**. You can exit this function without sending any files by pressing **Esc**.

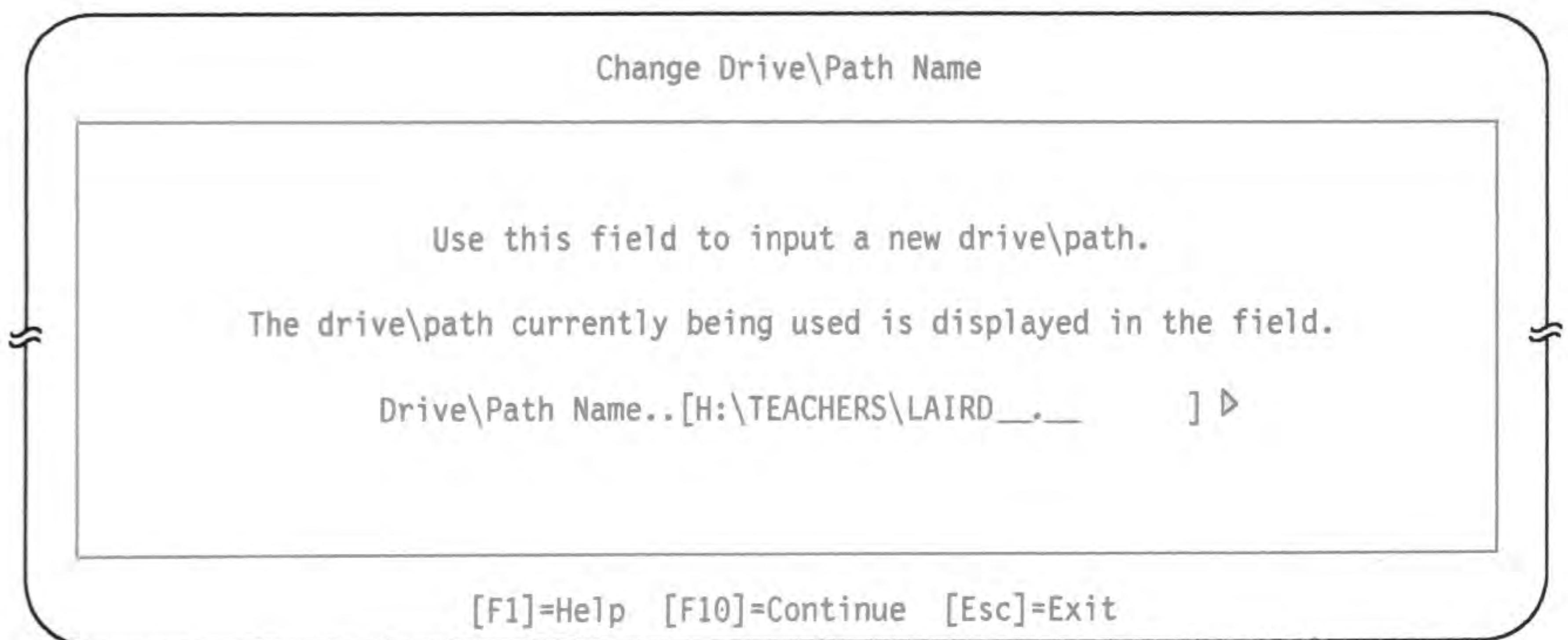
The following figure shows a sample of this screen:



**Note:** If you press **F7** to mark all users, the meaning for **F7** changes to Unmark All. Pressing **F7** again unmarks all of the users and the prompt changes back to Mark All.

If you want to send a file that is not located in your home directory, press **F2** and you can specify a new drive\path. You will see a screen that contains a field where you can type a new drive\path name for the directory you wish to see. Initially, the field contains the current path. You can edit the path or just type in a new path over the existing entry.

The following figure shows a sample of this screen:



3 A list of all students in the current class is displayed. You can choose individual students by pressing **Ins**, or choose the entire class by pressing **F7**. The selected students are highlighted in green. After the student selections have been made, press **F10** to continue.

You can exit this function without selecting any students by pressing **Esc**. You will be returned to the Select Files screen.

The following figure shows a sample of this screen:

| Math Group - Laird                                           |         |
|--------------------------------------------------------------|---------|
| Distribute Files - Select Students                           |         |
| Student Name                                                 | User ID |
| Dunn, Andrew                                                 | ANDREW  |
| Gehring, Christopher                                         | BANGADA |
| Gehring, Nicole                                              | GEHRING |
| Highlighted Item 1 of 5                                      |         |
| End                                                          |         |
| [F1]=Help [F7]=Mark All [F10]=Continue [Ins]=Mark [Esc]=Exit |         |

**Note:** If you press **F7** to mark all users, the meaning for **F7** changes to Unmark All. Pressing **F7** again unmarks all of the users and the prompt changes back to Mark All.

When the files have been sent, copies of the files will be placed in each student's home directory, and a message will appear on the screen confirming the copy.

### **Copy Files from Students' Directories**

Copy Files from Students' Directories allows a teacher to selectively copy files from a selected student's home directory. You can use this function to collect files such as essays a student has written or an assignment that was sent to the students by means of the Distribute Files to Students option.

You can copy one, some, or all files located in a student's home directory to a destination of your choice. You are presented with a field that allows you to specify the drive\path where you want the files copied. The displayed field contains the drive\path of your home directory (H:). If you do not change this field, the file is copied to your home drive (H:).

To copy files from students' directories, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on **Copy Files from Student Directories** on the Distribute Files - Select Function menu.
- 2 A list of all students in this class is displayed. Use the arrow keys to position the highlight bar on a student name. Press **F10** to select the student, or press **Esc** to quit. The following figure shows a sample of this screen:

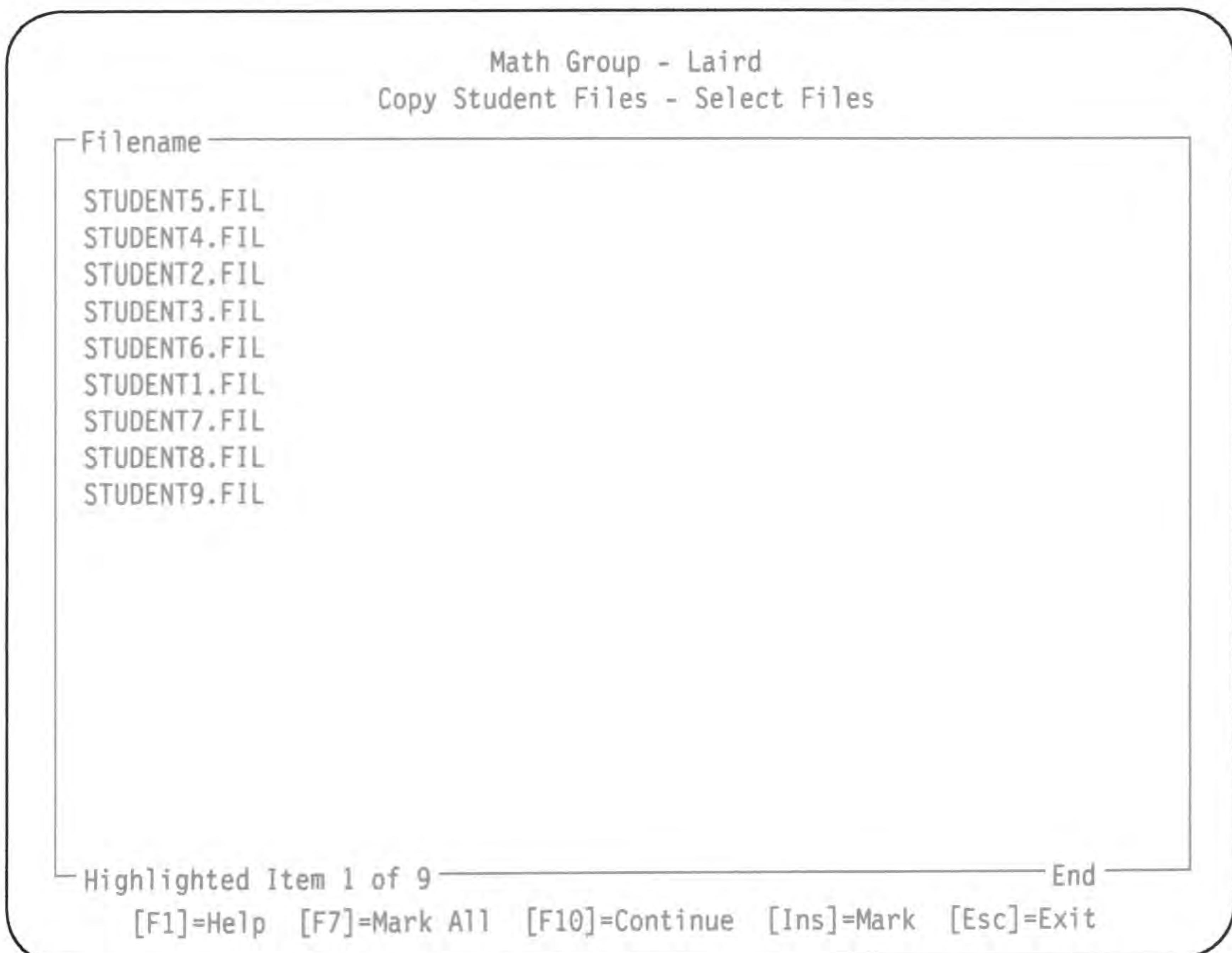
| Math Group - Laird                   |         |
|--------------------------------------|---------|
| Copy Student Files - Select Students |         |
| Student Name                         | User ID |
| Dunn, Andrew                         | ANDREW  |
| Gehring, Christopher                 | BANGADA |
| Gehring, Nicole                      | GEHRING |

Highlighted Item 1 of 5      End

[F1]=Help [F7]=Unmark All [F10]=Select Student [Esc]=Exit

- 3 After you press **F10**, the Copy Students Files - Select Files screen is displayed.

The following figure shows a sample of this screen:



A list of all files in the selected student's home directory is displayed. You can choose individual files by pressing **Ins**, or choose all the files by pressing **F7**. The selected files are highlighted in green.

**Note:** If you press **F7** to mark all users, the meaning for **F7** changes to Unmark All. Pressing **F7** again unmarks all of the users and the prompt changes back to Mark All.

- 4 After selecting the files to be copied, press **F10** to continue, or press **Esc** to return to the selected student's screen. If you continue, the files are copied from the student's home directory to the destination drive\path. You are presented with a field that allows you to specify the drive\path where you want the files copied. The displayed field contains the drive\path of your home directory. If you do not change this field, the files are copied to your home directory.

5 If a duplicate filename is found in the destination directory, you see a screen that allows you to press **F10** to overwrite the old file, to press **F2** to enter a new file name, or to press **Esc** to quit without copying the file.

As each file is successfully copied, a message appears on the screen confirming the copy.

6 To return to the previous screen, press **Esc**. The students that have been selected are highlighted in gray.

### Setting a Utility Drive Letter

The Setting a Utility Drive Letter option allows you to specify the drive letter S: for a student's home directory path. You can use the drive letter S: when referring to the selected student's home directory. Then you do not need to type a long drive\path every time you want to view or edit files in a student's home directory. To set a utility drive letter, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on **Setting a Utility Drive Letter** on the Distribute Files - Select Function menu. A list of all students in the current class is displayed on the Set Utility Drive Letter - Select Student screen.
- 2 Select the desired student by pressing **F10**. If you want to exit without selecting any students, press **Esc**.
- 3 You see a message stating that drive S: is being mapped to that student's home directory.

After the drive letter is mapped, you can use S: in your programs to access the selected student's home directory.

### Remove Utility Drive Letter

The Remove Utility Drive Letter option allows you to remove a previously mapped drive S: from a student's home directory path. After this drive has been removed, you can refer to the student's directory by using the student's home directory name in a program. To remove a utility drive letter, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on **Remove Utility Drive Letter** on the Distribute Files to Students menu.

- 2** The Remove Utility Drive Letter screen is displayed.
- 3** Press **F10** to remove the utility drive letter. Press **Esc** to quit without removing drive S:.

## Set Bookmark for Programs

The Set Bookmark for Programs function allows you to set bookmarks for programs with bookmark capabilities that are used by the entire class or for individual students. When you select Set Bookmark For Programs, the programs with bookmark capabilities are listed on the screen. You can set a bookmark for a single student, a group of students, or the entire class.

The term *bookmarking* refers to the ability of a teacher to be able to set a place in a program at a specific unit, lesson and activity. By doing this, the teacher can control where the student will next start the program.

The Set Bookmark for Programs option is accessed from a Class Management Menu. The Class Management Menu is accessed by selecting a class under the Class and Group Selections heading on the Teacher Main Menu.

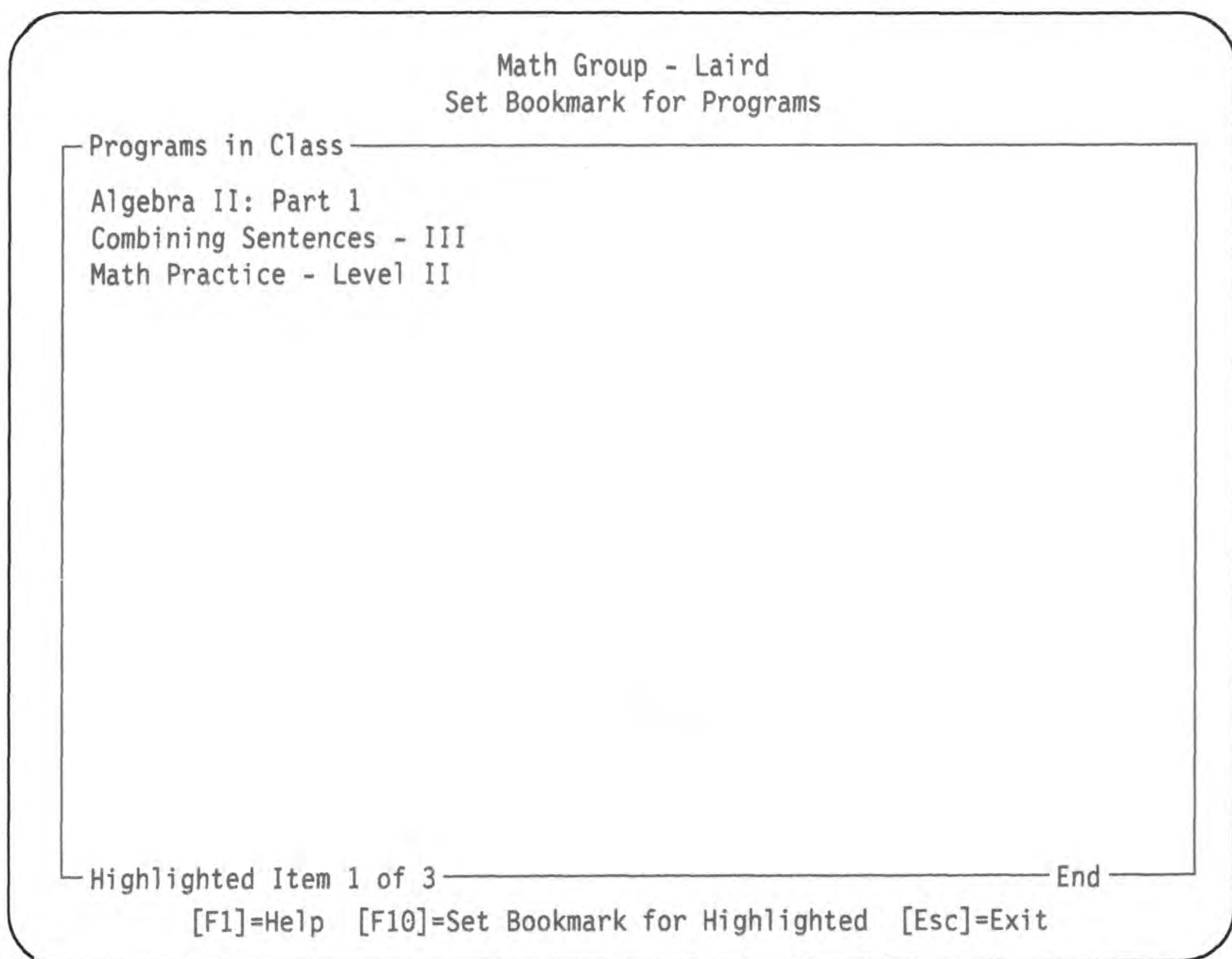
**Warning:** Before you start to set bookmarks in a particular program, be certain no students in this class are currently running that particular program.

To set a bookmark in a program with bookmark capabilities, complete the following steps:

- 1** Select Set Bookmark for Programs on the Class Management Menu. You must have both students and programs with bookmark capabilities in the selected class before you can proceed.

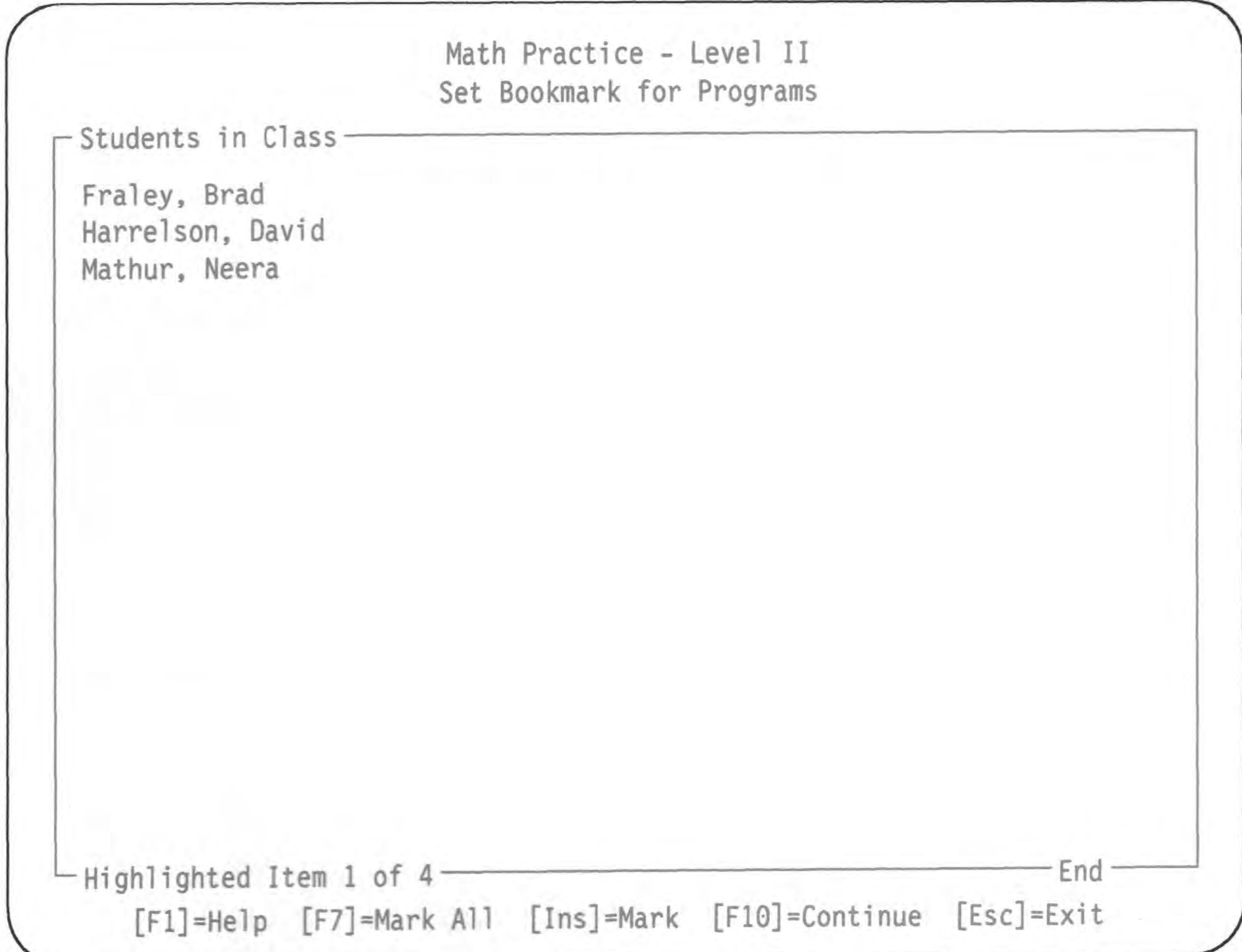
If you do not have both students and programs with bookmark capabilities in the class, you cannot get to the next screen. You get a message saying that there are no programs or students in the selected class.

If there are both students and programs with bookmark capabilities in the class, a list of these programs is displayed.



- 2 Use the arrow keys to position the highlight bar on the desired program. You can select only one program at a time.
- 3 Press **F10** to choose your selection. A list of students in the class is displayed.

You also can press **Esc** to quit and return to the Class Management Menu.



The program you selected on the previous screen is identified in a subtitle near the top of this screen.

- 4 To select one student, use the arrow keys to position the highlight bar on the student's name. Press **Ins** to mark the highlighted name. The marked name turns green.  
Repeat this procedure if you want to mark multiple names.  
Press **Ins** again to unmark a name.
- 5 To mark all students in the displayed list, press **F7**.  
To unmark all students in the displayed list, press **F7** again.
- 6 Press **F10** to select the marked names, or press **Esc** to quit and return to the previous screen.

7 When you press **F10**, you see a screen that allows you to type in the bookmark position in a program. Enter a three-digit number from 000 to 999 for each of the displayed fields. The numbers identify the Unit, Lesson, and Activity for bookmarking purposes.

Math Practice - Level II  
Set Bookmark for Programs

Unit.....[ ]

Lesson.....[ ]

Activity.....[ ]

[F1]=Help [F2]=Display Valid Bookmarks [F10]=Set Bookmark [Esc]=Exit

After you enter numbers in all three fields, press **F10** to set the bookmark.

8 If you do not know the bookmark position that you want, press **F2**. A list of valid bookmarks for the class is displayed:

Math Practice - Level II  
Set Bookmark for Programs

Bookmarks - Description

|          |                                                             |
|----------|-------------------------------------------------------------|
| 01-01-00 | Whole Number Add. & Sub. - Addition Basic Facts             |
| 01-02-00 | Whole Number Add. & Sub. - Subtraction Basic Facts          |
| 01-03-00 | Whole Number Add. & Sub. - 2-Digit Addition                 |
| 01-04-00 | Whole Number Add. & Sub. - 2-Digit Subtraction              |
| 01-05-00 | Whole Number Add. & Sub. - 3-Digit Addition                 |
| 01-06-00 | Whole Number Add. & Sub. - 3-Digit Subtraction              |
| 01-07-00 | Whole Number Add. & Sub. - 4-Digit Addition                 |
| 01-08-00 | Whole Number Add. & Sub. - 4-Digit Subtraction              |
| 02-09-00 | Whole Number Mult. & Div. - Multiplication Basic Facts      |
| 02-10-00 | Whole Number Mult. & Div. - Division Basic Facts            |
| 02-11-00 | Whole Number Mult. & Div. - 1-Digit Multiplication: Part I  |
| 02-12-00 | Whole Number Mult. & Div. - 1-Digit Multiplication: Part II |
| 02-13-00 | Whole Number Mult. & Div. - 1-Digit Division: Part I        |
| 02-14-00 | Whole Number Mult. & Div. - 1-Digit Division: Part II       |
| 02-15-00 | Whole Number Mult. & Div. - 2-Digit Multiplication: Part I  |
| 02-16-00 | Whole Number Mult. & Div. - 2-Digit Multiplication: Part II |
| 02-17-00 | Whole Number Mult. & Div. - 2-Digit Division: Part I        |
| 02-18-00 | Whole Number Mult. & Div. - 2-Digit Division: Part II       |

Highlighted Item 1 of 23 End-PgDn

[F1]=Help [F10]=Set Highlighted Bookmark [Esc]=Exit

Each line identifies a valid bookmark and a description of that particular bookmark.

9 Use the arrow keys to position the highlight bar on a bookmark you want to select. Press **F10** to confirm your selection.

To enter the bookmark manually, press **Esc**. The Unit/Lesson/Activity screen is displayed. You can type in the bookmark on this screen.

10 To set the bookmark position for another program, press **Esc** until you get back to the screen that lists all the applications in the class. Repeat steps 2 through 9.

11 When you finish setting bookmarks, press **Esc** until you get back to the Class Management Menu.

You can press **F1** from any Set Bookmark screen to see help information.

## Use the Student Menu

The Use the Student Menu option allows you to see what the Student Class Menu and the Student Main Menu look like. You also can use the courseware programs and special menu items your students are using.

## Automatic Login

The Automatic Login option allows you to log in part of a class or an entire class. Use this option to assign certain computers to certain students and to eliminate the time students spend logging in individually. With Automatic Login, students can enter the classroom or computer lab and immediately go to work at their workstations.

Before selecting this option, make sure the workstation you are logging into displays one of the following screens:

- The IBM Logo screen
- The user ID login screen

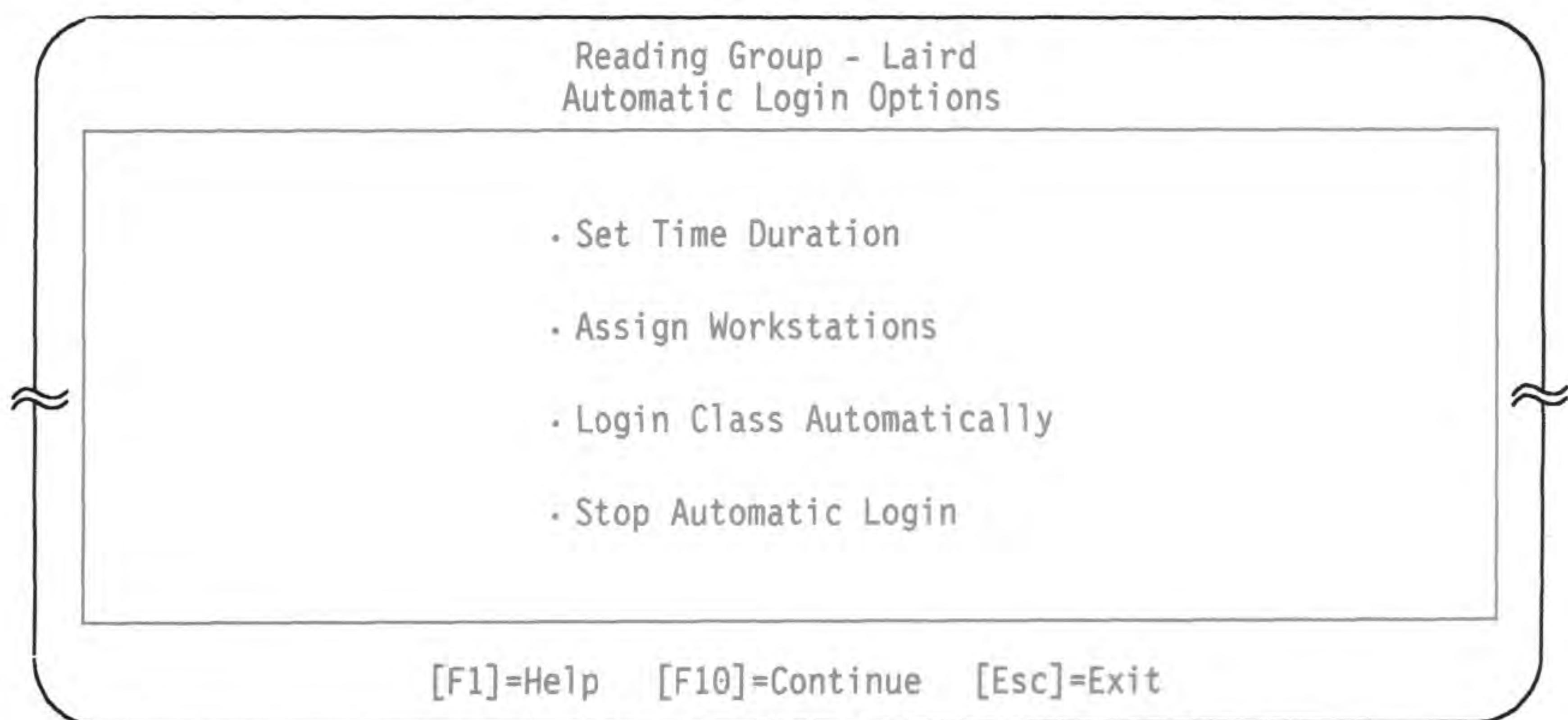
In addition, the area following the prompt at the bottom of this screen must be blank.

### Additional Information

Automatic Login does not affect workstations that are already being used.

The list of students in a class determines the IDs that are logged into the network. Students are always assigned to the same workstations, according to the order you establish in the Assign Workstation option.

When you select Automatic Login from a Class Management Menu, you see the Automatic Login Options screen:



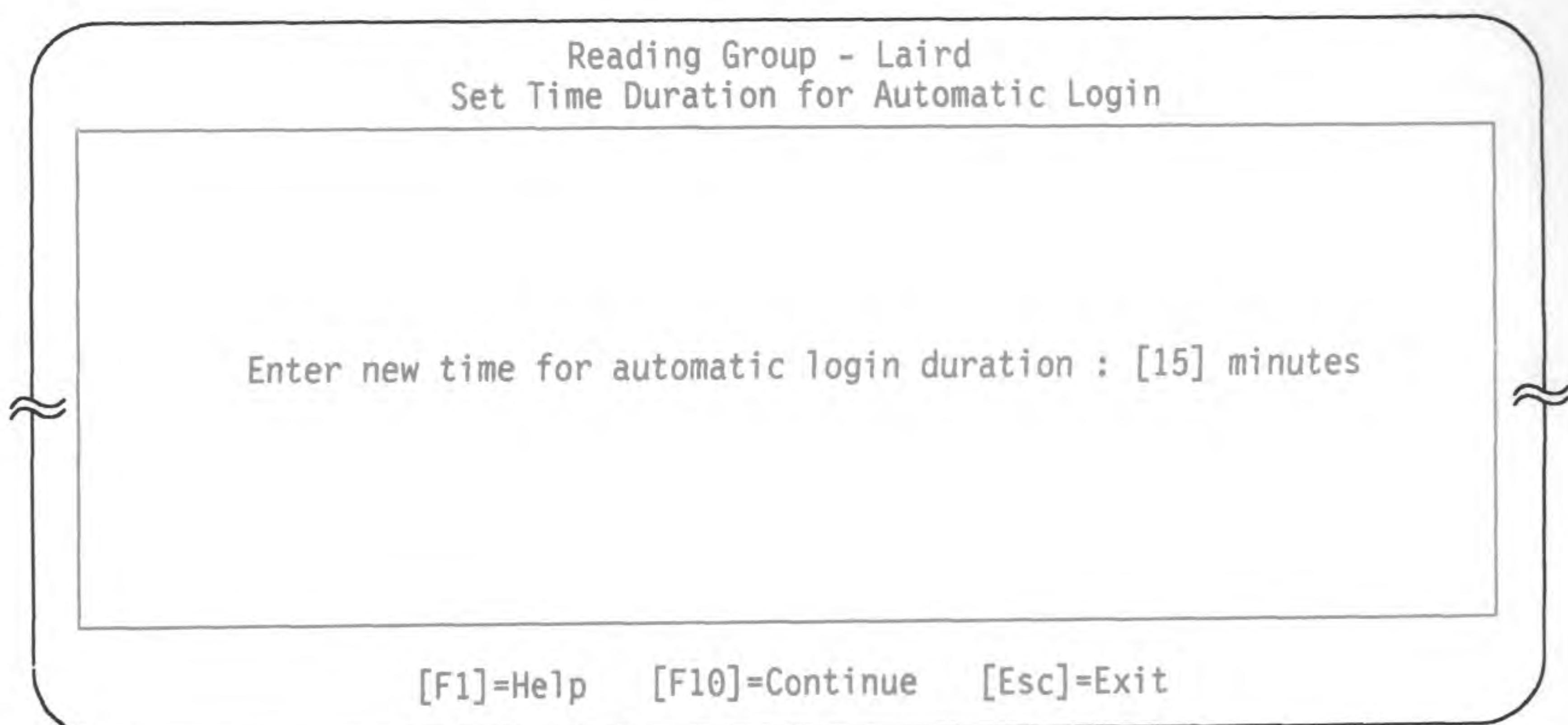
To use the Automatic Login Options screen, complete the following steps:

- 1 Use the Up and Down Arrow keys to position the highlight bar on an option.
- 2 Press F10 to select the highlighted option.

#### **Set Time Duration**

The Set Time Duration option lets you set a time limit for the length of the Automatic Login process. Workstations that have not been used within the time limit return to the IBM Logo screen. For example, if a student is automatically logged in, but does not use the workstation in the specified time, that student is logged off. Workstations that are not used by your students are available for use by others after the time limit expires.

When you select Set Time Duration, you see the following screen:



After you select Login Class Automatically, your class has a specified number of minutes to log into the network. That specified time limit is the *automatic login duration*.

To change the automatic login duration, type the number of minutes you want to allow for your class to log in, then press **F10**.

To leave this screen without changing the time duration, press **Esc**.

You can set a time limit and request Automatic Login even if workstations are being used. As the current students log out, their workstations are logged in automatically.

### Assign Workstations

The Assign Workstations option lets you assign specific workstations to students. If you want a particular seating arrangement for your class, use this option.

**When you select Assign Workstations, the following screen appears:**

|                                              |      |
|----------------------------------------------|------|
| Reading Group - Laird<br>Assign Workstations |      |
| What is the first workstation?               | [01] |
| How many workstations will you use?          | [50] |
| <br>[F1]=Help [F10]=Continue [Esc]=Exit      |      |

**The maximum number of workstations on the network is 50. Each workstation on the network should be labeled with a number. See your system operator if you cannot find the workstation numbers.**

**This screen lets you select a set of workstations for your class. For example, you could use half of a 30-workstation lab by typing 16 in the first field, and 15 in the number of workstations field. This configuration assigns 15 workstations starting with workstation 16.**

To assign workstations, press **F10** to see the Assigning Workstations screen:

| Student            | Station Number |
|--------------------|----------------|
| Vollmer, Bob       | 01             |
| Van_Gough, Vincent | 01B            |
| Alpern, Ed         | 02             |
| Mason, Rick        | 02B            |
| Mathur, Neera      | 03             |
| Dalezman, Joe      | 03B            |
| Fraley, Brad       | 04             |
| Harrellson, David  | 04B            |

Highlighted Item 1 of 8      End

[F1]=Help [F2]=Sort WS [F3]=Sort LN [F4]=Edit [F10]=Continue [Esc]=Exit

Use the keys displayed on the bottom of the screen to do the following:

**Key Description**

- F1** Display help information.
- F2** Sort the workstations for your class in numerical order.
- F3** Sort the students alphabetically by last name.
- F4** Change the workstation assigned to a student.
- F10** Save all workstation assignments.
- Esc** Return to the previous screen without saving current work.

You can edit the computer-generated workstation assignments to change the seating arrangement for your class. Complete the following steps:

- 1 Use the Up and Down Arrow keys to position the highlight bar on the student name, then press **F4**.

**2** Type the new workstation number. If two students are assigned the same station number, the second has a "B" next to the station number. This occurs when there are more students in a class than there are workstations. The student with a "B" workstation assignment is logged in automatically after the first student logs out.

To review previous workstation assignments for a class, enter 01 for the starting workstation number and 50 for the number of workstations.

### **Login Class Automatically**

Select Logging in the Class Automatically to automatically log in workstations. This option uses any previously-made workstation assignments and time limit settings. As students are automatically logged in, their first and last names are displayed in large letters on the student's assigned workstation.

You can request Automatic Login even if the workstations are being used. As the current students log out, their workstations are logged in automatically for the next student.

### **Stop Automatic Login**

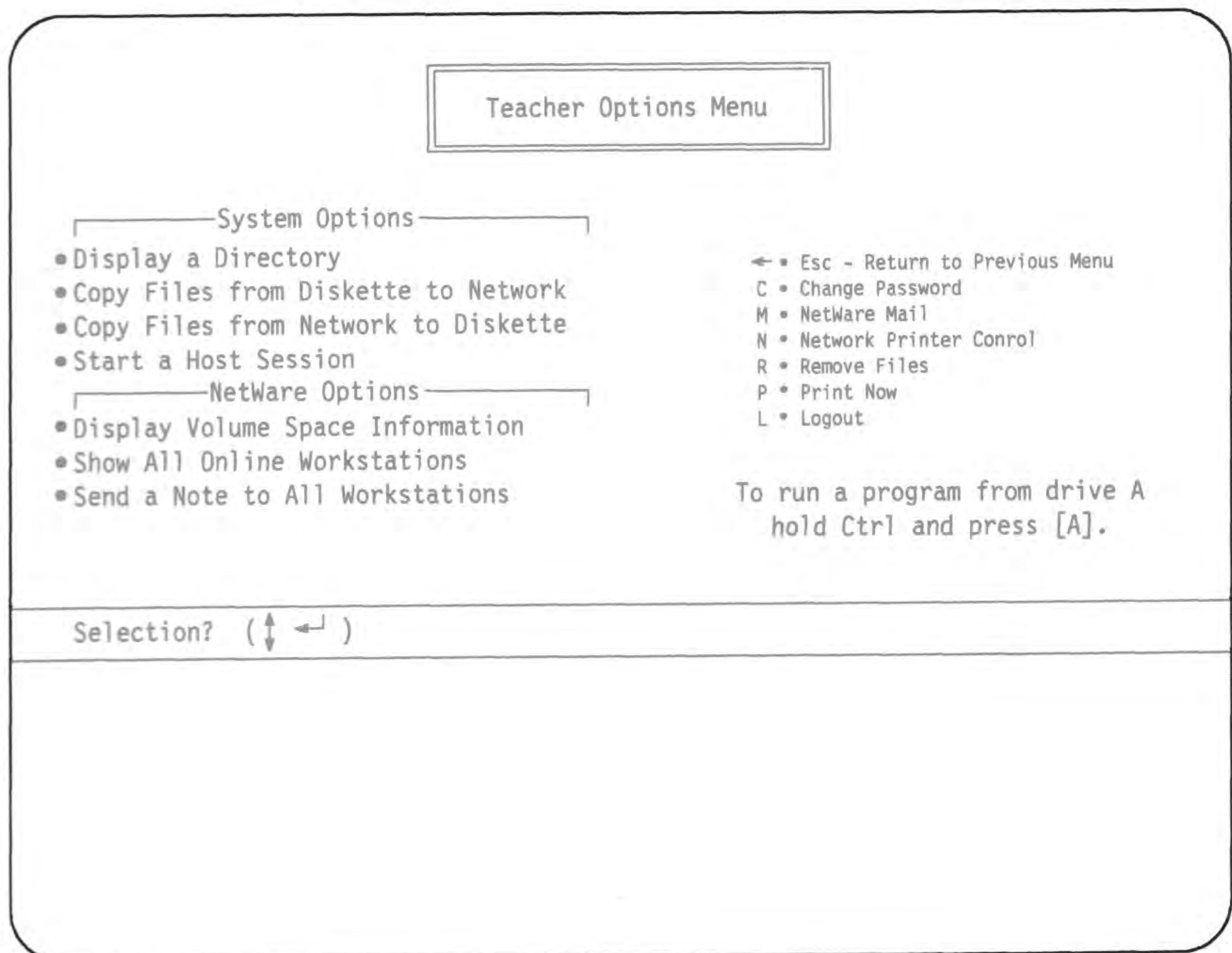
The Stop Automatic Login option stops the automatic login process. When you select this option, your screen displays a message that the automatic login process has been cancelled.

### **Return to Previous Menu**

Press **Esc** to return to the Teacher Main Menu.

## Teacher Options Menu

The Teacher Options Menu allows teachers to access DOS, NetWare, and other network functions. The following figure shows a sample Teacher Options Menu:



### System Options

System Options allow you to display a directory, copy files between the server and a workstation, and start a host session.

#### Display a Directory

When you select the Display a Directory option, you are prompted to enter a drive letter for the directory you want to display. Be sure to type both the drive letter and a colon (:).

#### Drive      Description

**b:**      This option displays the directory of a diskette in your diskette drive.

- h:** This option displays your directory on the server's fixed disk; this letter can be used by all network users.
- a:** Drive A is "mapped" to drive H, your home or private directory, not the physical drive A where you usually insert diskettes.

### **Copy Files from Diskette to Network**

To copy files from a diskette in the default drive of your workstation to your home directory, type in the name of your file when the screen displays the following:

Filename?

Press **Enter**.

### **Copy Files from Network to Diskette**

Files can be copied from your home directory to a diskette. Only files in a user's personal directory can be copied; this prevents unauthorized copying of licensed software and other private files.

### **Start a Host Session**

The Start a Host Session option allows you to run a batch file to connect your workstation to a host machine. For more information, refer to Appendix E, "Using a Host/Network Interface."

### **NetWare Options**

The NetWare Options selections provide teachers with access to Advanced NetWare services and functions. The following items describe the available Advanced NetWare options.

#### **Display Volume Space Information**

Use the Display Volume Space Information option to display information about the space available in the current volume on the server. The screen displays the following:

- Volume names
- Total amount of space (kilobytes) used and number of directories on the server
- Amount of free space (kilobytes) and directories remaining on the server

## Show All Online Workstations

Use the Show All Online Workstations option to display information about the active workstations connected to the network. You see the connection number of each computer, the IDs of current users, and the login time of each user.

To return to your Teacher Options Menu, press any key when you see the following prompt:

Strike a key when ready...

## Send a Note to All Workstations

Select Send a Note to All Workstations to send a note to all other workstations on the network. Your note can contain up to 40 characters. The note is displayed in a banner at the bottom of all the logged-in workstation screens.

To send a note, type your note when you see the following prompt:

What is your note (40 characters)?

Press **Enter**.

The note is displayed on the screens of all the other active workstations. Your screen displays a list of the workstations on the network to which you are sending the note.

To return to your Teacher Options Menu, hold down **Ctrl** and press **Enter**.

### Additional Information

You also can send a message to an individual user with the System Pop-up Menu. See Chapter 2, "Getting Started," for further information.

## Return to Previous Menu

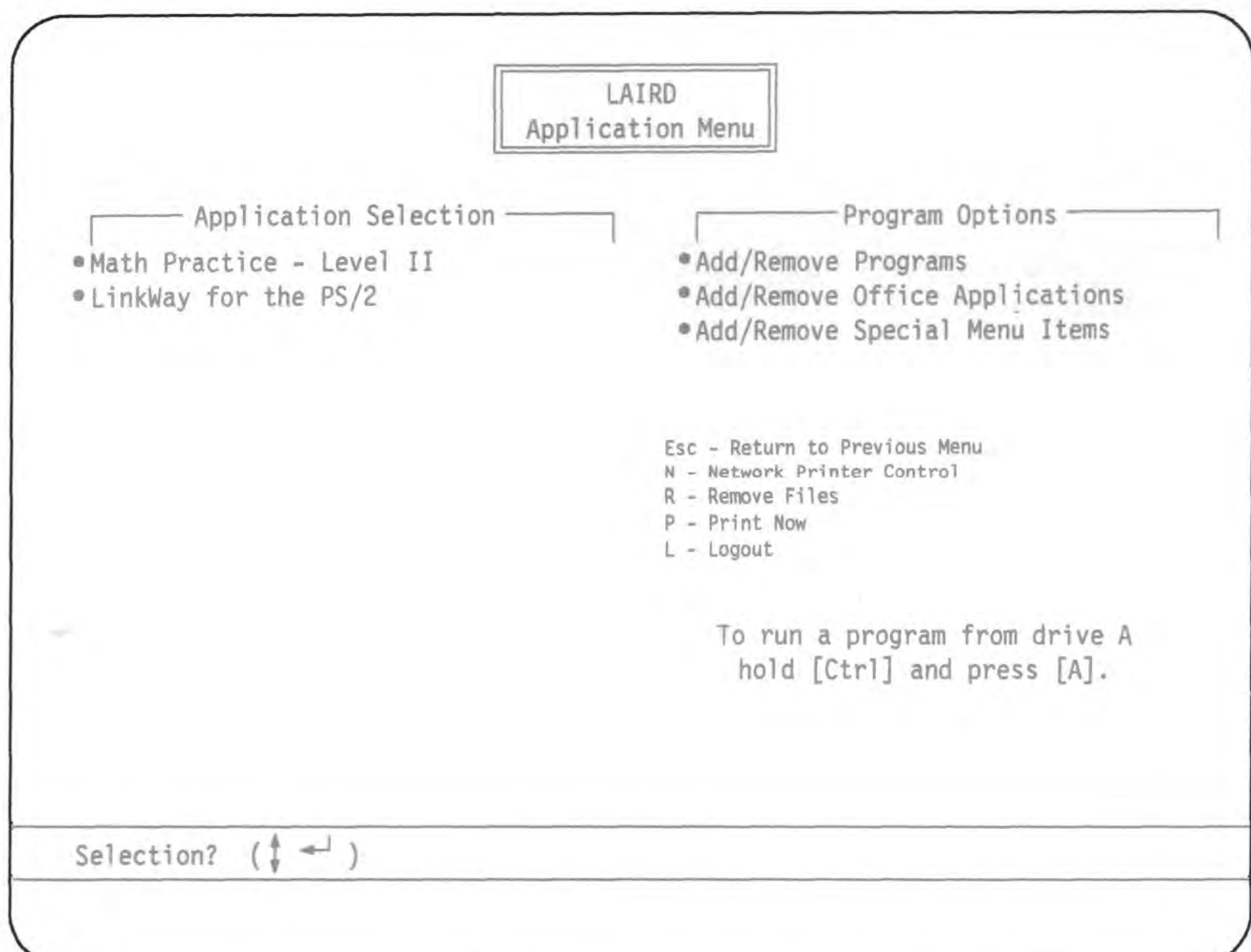
Select Return to Previous Menu by pressing **Esc**.

## Teacher Application Menu

Select Application Menu on your Teacher Main Menu to access courseware programs, office applications, and special menu items.

Two directories have been provided by IBM Classroom LAN Administration System Version 1.30 that allow all office personnel and teachers to store common shared data. These directories are called "common" under SYS:TEACHERS and SYS:OFFICE. All office personnel and teachers have all rights to both of these directories. Students do not have access to either of these two directories. When you want to save or retrieve files from these directories, you must specify H:\OFFICE\COMMON or H:\TEACHERS\COMMON. Caution should be used when saving data files in these directories; be careful not to overwrite existing files.

An example of a Teacher Application Menu is shown in the following figure:



Your user ID is displayed in the box at the top of your Teacher Application Menu. If you have already added courseware programs, office applications, or special menu items, they are listed under the Application Selection heading on the left side of the screen. If you have not yet added any courseware programs, office applications, or special menu items, this area of the menu is blank.

Another heading on this screen is Program Options. The selections under this heading are the following:

Add/Remove Office Applications

Add/Remove Programs

Add/Remove Special Menu Items

There are two ways to select menu options:

- Use the arrow keys to position the highlight bar on an option. Press **Enter** to select the highlighted option.
- Type a single key (if available). The selections are indicated on the screen with a capital letter followed by a dash and a description of the function. For example, on this screen you can type the letters **N**, **R**, **P**, or **L** to select the Network Control, Remove Files, Print Now, and Logout options, respectively.

You do not have to press **Enter** when you use a letter to make a selection. The selected option is briefly displayed to the right of the **Selection?** prompt. Informational messages are displayed on the lower part of the screen. The following functions are available when displayed at the bottom of the screen:

**F1** Display help information.

**Esc** Return to the previous menu or screen.

The following pages describe the selections available on the Teacher Application Menu.

## Application Selection

The courseware programs, office applications, and special menu items that you add are listed automatically under the Application Selection heading as you add them.

To select an item under this heading, complete the following steps:

- 1 Use the arrow keys to position the highlight bar on your choice.
- 2 Press **Enter**.

Follow the instructions for the selected program, application, or special menu item.

## Add/Remove Office Applications

The Add/Remove Office Applications function allows you to add particular office applications to your Teacher Application Menu. You also can remove particular office applications from your Teacher Application Menu.

When you select the Add/Remove Office Applications item from the Teacher Application Menu, the Add/Remove Office Application screen is displayed.

The screen is divided into two parts. The right side of the screen lists all the office applications available to you. These are the office applications that have been installed on the network by your network administrator. The left side of the screen lists the office applications you have added to your Teacher Application Menu.

The following function keys are available for this screen:

| Key | Description |
|-----|-------------|
|-----|-------------|

|           |                           |
|-----------|---------------------------|
| <b>F1</b> | Display help information. |
|-----------|---------------------------|

|           |                                                        |
|-----------|--------------------------------------------------------|
| <b>F2</b> | Add office applications listed in a file to your menu. |
|-----------|--------------------------------------------------------|

|           |                                                                                                             |
|-----------|-------------------------------------------------------------------------------------------------------------|
| <b>F5</b> | Display more function key selections. The screen remains the same; only the function key selections change. |
|-----------|-------------------------------------------------------------------------------------------------------------|

|           |                                                |
|-----------|------------------------------------------------|
| <b>F9</b> | Delete all office applications from your menu. |
|-----------|------------------------------------------------|

- F10** Continue, or perform the indicated function.
- Ins** Mark an item to be added to your Teacher Application Menu. The marked item appears in green.
- Del** Mark an item to be removed from your Teacher Application Menu. The marked item appears in red.
- Esc** Return to the previous menu or screen.

### Add Office Applications

To add an office application to your Teacher Application Menu, complete the following steps:

- 1 Select Add/Remove Office Applications on your Teacher Application Menu. The Add/Remove Office Applications screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the office applications listed on the right side of the Add/Remove Office Applications screen.
- 3 Press **Ins**. The marked item turns green.  
You can press **Ins** again to unmark the item.
- 4 To mark other items, repeat steps 2 and 3.
- 5 Press **F10** to add the marked item to your Teacher Application Menu. If you do not want to add the marked item, press **Esc** to quit.

### Add Office Applications from a File to Your Menu

You also can add office applications from a file, rather than selecting them one at a time from a list. The file can be a network file, or one stored on a diskette.

The file must contain the following:

PROGRAMID:      DESCRIPTION:

You must leave at least one blank space after the PROGRAMID: tag, and before and after the DESCRIPTION: tag.

The file should be similar to the file described in "Add Courseware Programs from a File to Your Menu" on page 7-73 and have the same format.

Once you have a file to use, complete the following steps:

- 1 Press **F5** at the Add/Remove Office Applications screen, and the following option line replaces the one at the bottom of your screen.  
[F2]=Add from File [F9]=Delete All [F5]=More keys
- 2 Press **F2** to add office applications from a file to your Teacher Application Menu.
- 3 Type the name of the file containing your list of office application names to be added after the H: on the screen. If the file is not on the network, specify another drive letter.
- 4 Press **F10**, and the office applications identified in the file are added to your Teacher Application Menu. As each program is added, a window is displayed.

The left side of the screen displays the office applications that you added to your Teacher Application Menu.

### Remove Office Applications

To remove an office application from your Teacher Application Menu, complete the following steps:

- 1 Select Add/Remove Office Applications on your Teacher Application Menu. The Add/Remove Office Applications screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the office applications listed on the left side of Add/Remove Office Applications screen.
- 3 Press **Del**. The marked item turns red.  
You can press **Del** again to unmark the item.
- 4 To mark more than one item, repeat steps 2 and 3.
- 5 Press **F10** to remove the marked item from your Teacher Application Menu. If you do not want to remove the marked item from your menu, press **Esc**.

## Remove All Office Applications from Your Menu

To remove all office applications from your Teacher Application Menu, complete the following steps:

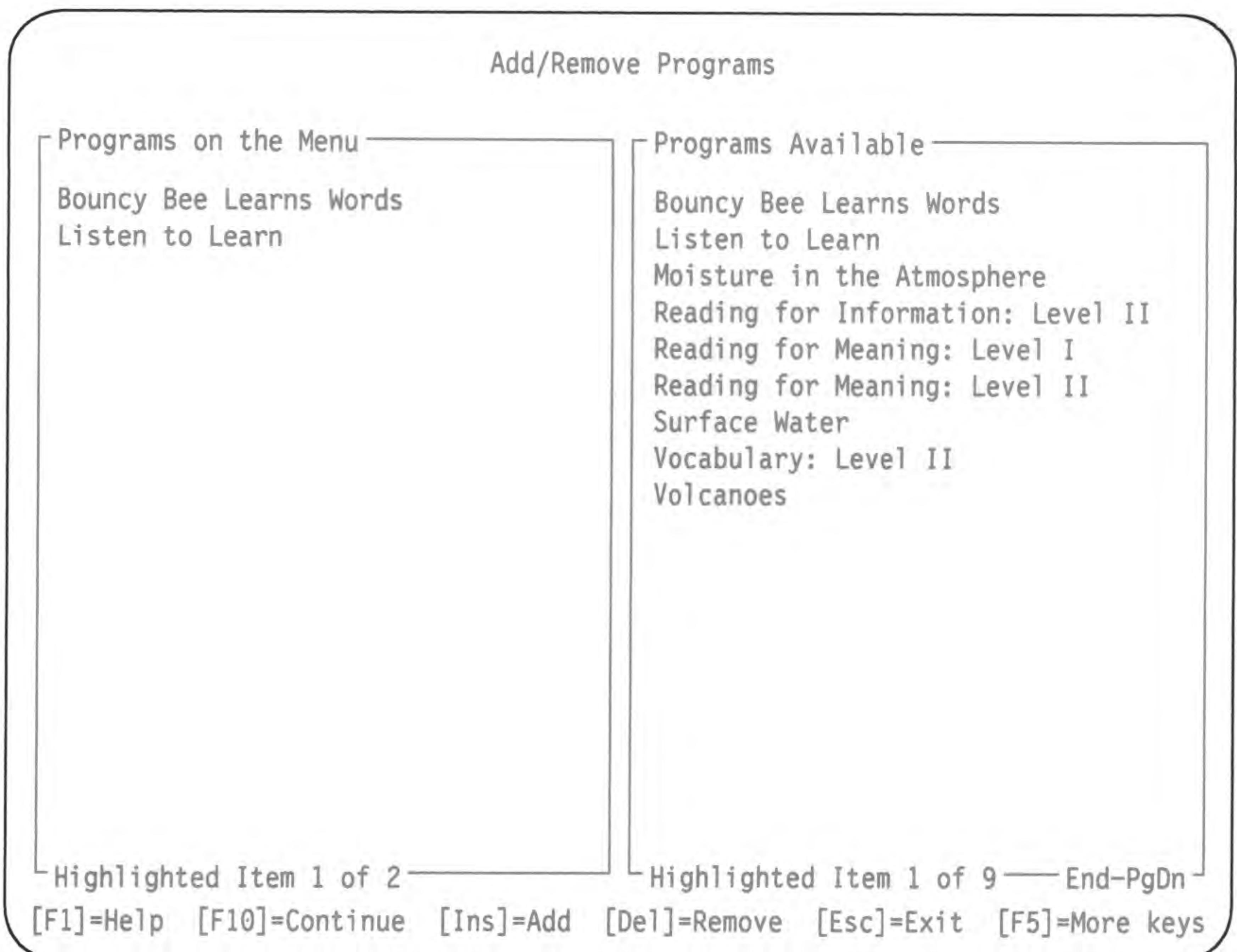
- 1 On the Add/Remove Office Applications screen, press **F5** to display more function keys.
- 2 Press **F9** to remove all office applications from your Teacher Application Menu.
- 3 You are warned that all your office applications will be removed from your Teacher Application Menu.  
Press **F10** to remove the office applications from your Teacher Application Menu, or press **Esc** to quit without removing any marked applications.

## Add/Remove Programs

The Add/Remove Programs screen allows you to add particular courseware programs to your Teacher Application Menu. Those programs that you have added are listed under the Application Selection heading on your Teacher Application Menu. You also can remove particular programs from your Teacher Application Menu.

When you select **Add/Remove Programs** on your Teacher Application Menu, the Add/Remove Programs screen is displayed.

An example of this screen is shown in the following figure:



The screen is divided into two parts. The right side of the screen lists all the courseware programs available to you. These are the programs that have been installed on the network by your network administrator. The left side of the screen lists the programs that have been added to your Teacher Application Menu.

The following function keys are available for this function:

**Key Description**

**F1** Display help information.

**F2** Add programs listed in a file to your Teacher Application Menu.

**F5** Display more function key selections. The screen remains the same; only the function key selections change.

**F9** Delete all the programs from your Teacher Application Menu.

**F10** Continue, or perform the indicated function.

**Ins** Mark an item to be added to your Teacher Application Menu. The marked item appears in green.

**Del** Mark an item to be removed from your menu. The marked item appears in red.

**Esc** Return to the previous menu or screen.

### Add Courseware Programs

To add a program to your Teacher Application Menu, complete the following steps:

- 1 Select Add/Remove Programs on your Teacher Application Menu. The Add/Remove Programs screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the courseware programs listed on the right side of Add/Remove Programs screen.
- 3 Press **Ins**. The marked item turns green.  
You can press **Ins** again to unmark the item.
- 4 To mark another item, repeat steps 2 and 3.
- 5 Press **F10** to add the marked items to your menu. If you do not want to add the marked items to your menu, press **Esc** to quit without adding the marked items.

### Add Courseware Programs from a File to Your Menu

You also can add programs from a file, rather than selecting them one at a time from a list. The file can be a network file or one stored on a diskette.

The following is an example of five lines in a file of application names:

ProgramID: LOG0 Description: Logo  
ProgramID: PVT Description: Private Tutor  
ProgramID: SPEL1 Description: Spelling - Level I  
ProgramID: A1P1 Description: Algebra I: Part 1  
ProgramID: VL2 Description: Vocabulary Level II

Once you have a file to use, complete the following steps:

- 1 Press **F5** at the Add/Remove Programs screen, and the following option line replaces the one at the bottom of your screen.  
[F2]=Add from File [F9]=Delete All [F5]=More keys
- 2 Press **F2** to add programs to your menu from your file.
- 3 Type the name of the file containing your list of program names to be added after the H: on the screen. If the file is not on the network, specify another drive letter.
- 4 Press **F10** and programs identified in the file are added to the class.  
The courseware programs that you added are listed under the Application Selection heading on your Teacher Application Menu. The left side of the screen displays the courseware programs that you added to your Teacher Application Menu.

### **Remove Courseware Programs**

To remove a program from your Teacher Application Menu, complete the following steps:

- 1 Select Add/Remove Programs on your Teacher Application Menu. The Add/Remove Programs screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the programs listed on the left side of the Add/Remove Programs screen.
- 3 Press **Del**. The marked item turns red.  
You can press **Del** again to unmark the item.
- 4 To mark another item, repeat steps 2 and 3.
- 5 Press **F10** to remove the marked items from your Teacher Application Menu. If you do not want to remove the marked items, press **Esc**.

## Remove All Courseware Programs from Your Menu

To remove all courseware programs from your Teacher Application Menu, complete the following steps:

- 1 On the Add/Remove Programs screen, press **F5** to display more function keys.
- 2 Press **F9** to remove all courseware programs from your Teacher Application Menu.
- 3 You are warned that all your courseware programs will be removed from your Teacher Application Menu.  
Press **F10** to remove the marked courseware programs, or press **Esc** to quit without removing any marked programs.

## Add/Remove Special Menu Items

The Special Menu Items option allows you to use Advanced NetWare and DOS commands without having direct access to DOS. An example of the Add/Remove Special Menu Items screen is shown in the following figure:

Add/Remove Special Menu Items

| Special Items on the Menu            | Special Items Available              |
|--------------------------------------|--------------------------------------|
| Compare two disks                    | BASIC Interpreter                    |
| Copy from drive B to my home drive H | Compare two disks                    |
| Copy from my home drive H to drive B | Copy from drive B to my home Drive H |
| Listing of my home directory         | Copy from my home drive H to drive B |
|                                      | Display current DOS version          |
|                                      | DOS Line Editor: EDLIN               |
|                                      | Listing of my home directory         |
|                                      | Make drive A a local drive           |
|                                      | Make drive A a network drive         |
|                                      | Mouse Tutorial                       |
|                                      | Netware Mail                         |
|                                      | Network game for color monitor       |
|                                      | Network game for monochrome monitor  |
|                                      | Start receiving messages             |
|                                      | Stop receiving messages              |

Highlighted Item 1 of 1      Highlighted Item 1 of 15 — End

[F1]=Help   [F10]=Continue   [Ins]=Add   [Del]=Remove   [Esc]=Exit   [F5]=More keys

The screen is divided into two parts. The right side of the screen lists all the special menu items available to you. These are the special menu items that have been installed on the network by your network administrator. The left side of the screen lists the special menu items that you have added to your Teacher Application Menu.

Those special menu items that you have removed do not appear under the Application Selection heading on your Teacher Application Menu, or on the left side of your Add/Remove Special Menu Items screen.

The following function keys are available for this function:

| <b>Key</b> | <b>Description</b>                                                                                          |
|------------|-------------------------------------------------------------------------------------------------------------|
| <b>F1</b>  | Display help information.                                                                                   |
| <b>F2</b>  | Add special menu items listed in a file to your menu.                                                       |
| <b>F5</b>  | Display more function key selections. The screen remains the same; only the function key selections change. |
| <b>F9</b>  | Delete all special menu items from your Teacher Application Menu.                                           |
| <b>F10</b> | Continue, or perform the indicated function.                                                                |
| <b>Ins</b> | Mark an item to be added to your Teacher Application Menu. The marked item appears in green.                |
| <b>Del</b> | Mark an item to be removed from your Teacher Application Menu. The marked item appears in red.              |
| <b>Esc</b> | Return to the previous menu or screen.                                                                      |

#### **Add Special Menu Items to Your Teacher Application Menu**

To add a special menu item to your Teacher Application Menu, complete the following steps:

- 1 Select Add/Remove Special Menu Items on your Teacher Application Menu. The Add/Remove Special Menu Items screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the items listed on the right side of the screen.

- 3 Press **Ins**. The marked item turns green.  
You can press **Ins** again to unmark the item.
- 4 To mark another item, repeat steps 2 and 3.
- 5 Press **F10** to add the marked items to your Teacher Application Menu, or press **Esc** to quit without adding the marked items.

#### **Add Special Menu Items from a File to Your Menu**

You also can add special menu items from a file, rather than selecting them one at a time from a list. The file can be a network file or one stored on a diskette.

The file should be similar to the file described in "Add Courseware Programs from a File to Your Menu" on page 7-73 and should have the same format.

Once you have a file to use, complete the following steps:

- 1 Press **F5** at the Add/Remove Special Menu Items screen, and the following option line replaces the one at the bottom of your screen.  
[F2]=Add from File [F9]=Delete All [F5]=More keys
- 2 Press **F2** to add programs to the class from your file.
- 3 If your file is on the network, type the name of the file containing your list of special menu item names to be added after the H: on the screen. If the file is not on the network, specify another drive letter.
- 4 Press **F10**, and items identified in the file are added to your menu.

The left side of the screen displays the items you add.

## Remove Special Menu Items from Your Menu

To remove a special menu item from your Teacher Application Menu, complete the following steps:

- 1 Select Add/Remove Special Menu Items on your Teacher Application Menu. The Add/Remove Special Menu Items screen is displayed.
- 2 Use the arrow keys to position the highlight bar on one of the items listed on the left side of screen.
- 3 Press **Del**. The marked item turns red.  
You can press **Del** again to unmark the item.
- 4 To mark another item, repeat steps 2 and 3.
- 5 Press **F10** to remove the marked items from your menu, or press **Esc** to quit without removing the marked items.

## Student Menus

Two menus are provided for student use: the Student Main Menu and the Student Class Menu. The Student Main Menu lists all the classes in which the student is enrolled. When the students select a class, they see a list of that class's programs and special menu items on the Student Class Menu.

Teachers access Student Menus by selecting Use the Student Menu on their Class Management Menu. A Class Management Menu is accessed by selecting a class under the Class and Group heading on the Teacher Main Menu.

The following sections help you assist your students as they use the IBM Classroom LAN Administration System Version 1.30.

### Logging In

Each student must be assigned a unique user ID by the network administrator. A student user ID is usually the student's last name, or last name with a first initial if there are several students with the same name. The network administrator also can assign a password for the student.

Each time they log in, students type their user IDs and passwords (if they have passwords). You should guide students as they enter their IDs and passwords. Tell them to enter their IDs and passwords the same way each time they use the network.

Explain the following to your students:

- Students type their user IDs when they see this prompt:

Enter your user ID:

- If students have passwords, they type them in when they see this prompt:

Login in progress ...

Enter your password:

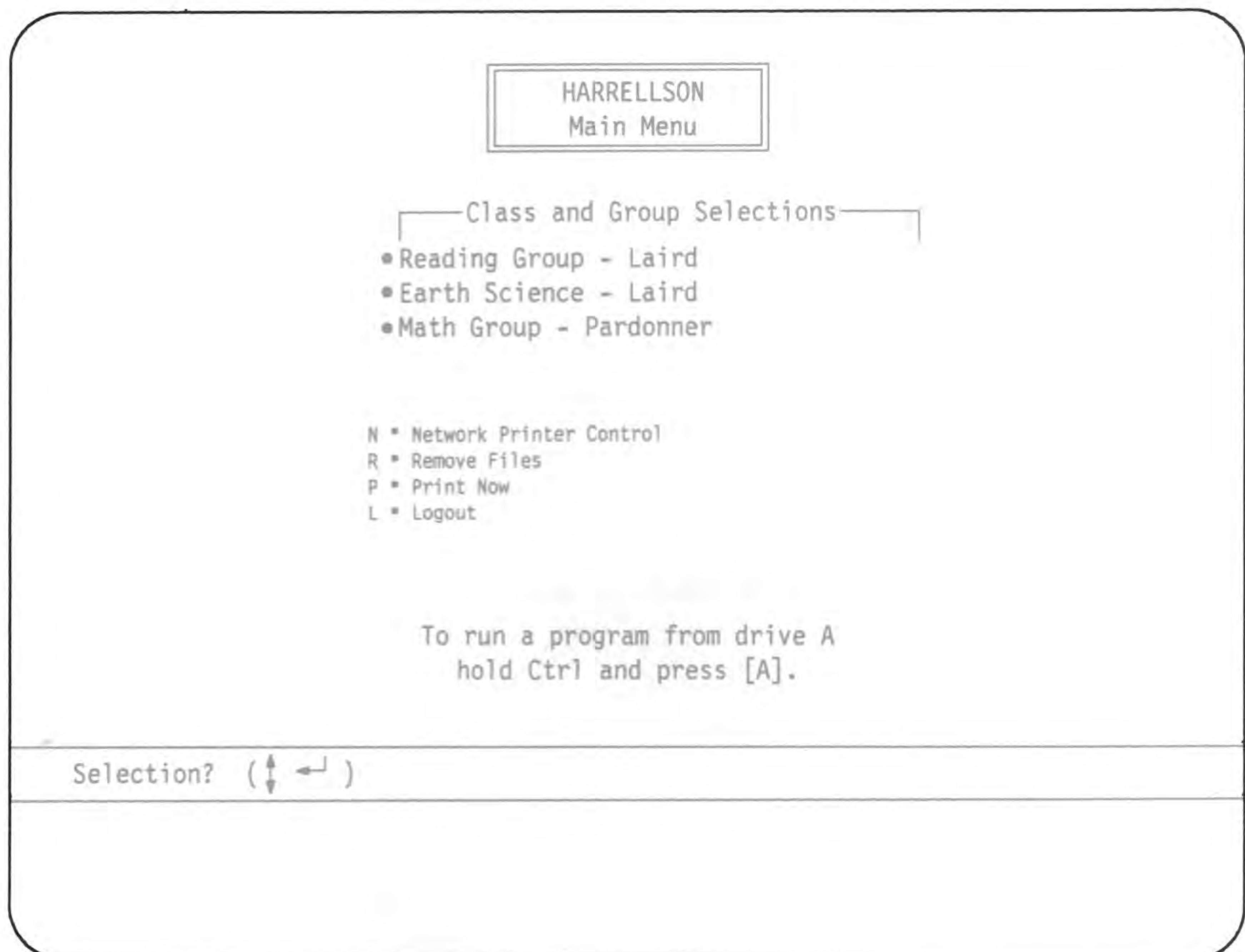
When students are added to the network, the network administrator decides if students have the option of assigning themselves passwords. If students are assigned password privileges, the password option is displayed on the Student Main Menu.

- If students have not been assigned password privileges, the Change Password option does not appear on the Student Menu, and they are not prompted for their password when logging into the network.
- Remind students that they must use the same user ID and password each time they log into the network.
- If you use Automatic Login, students need to use the workstation with their name on the screen. Although they do not need to enter user IDs, they do need to enter passwords.

After logging in, students receive a welcome message followed by the Student Main Menu.

## Student Main Menu

The following figure shows a sample Student Main Menu:



Students can use the items on the Student Main Menu to do the following:

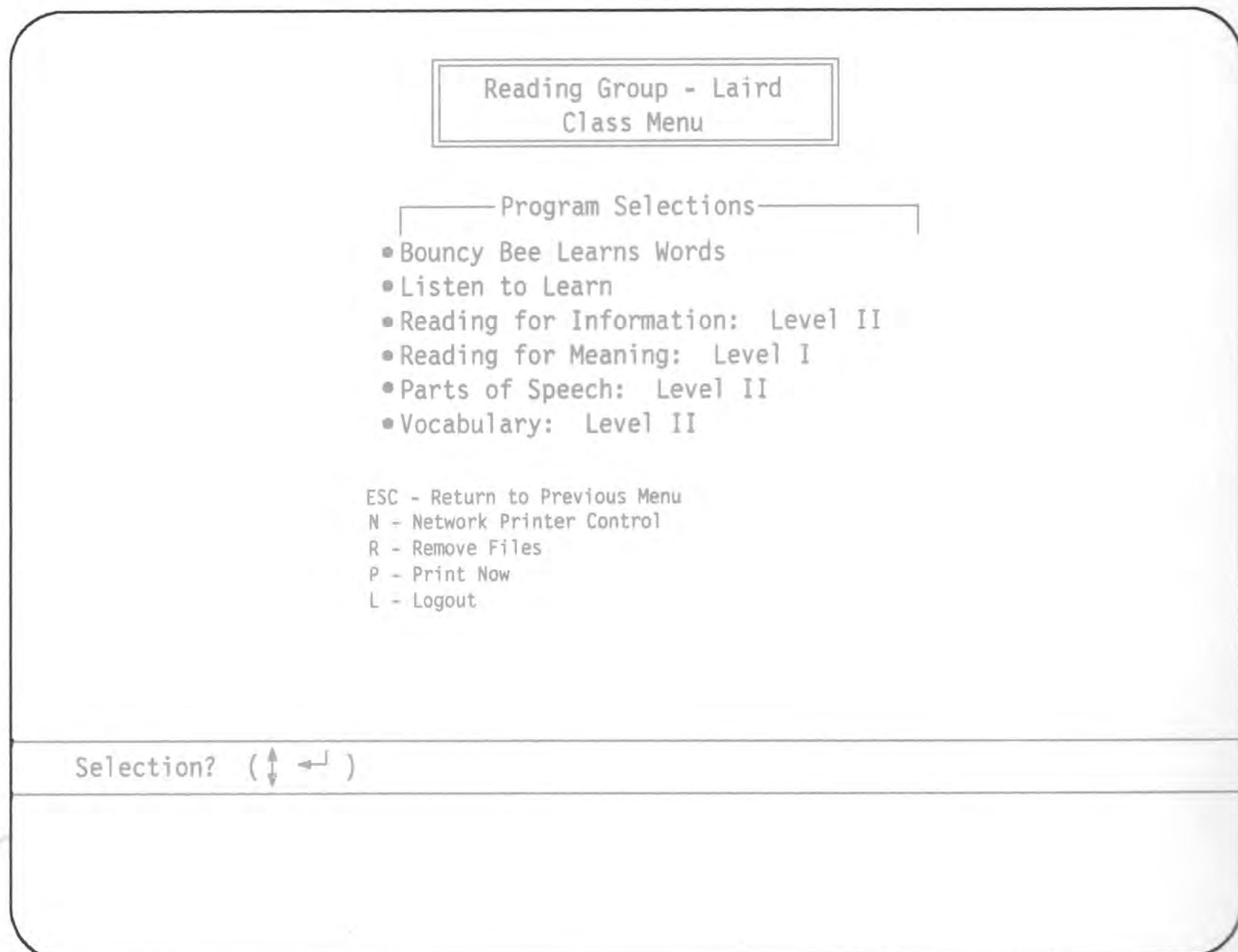
- Select a class and go to the Student Class Menu.
- Access other common user functions.

Students can choose from any of the classes listed at the top of their menu. Show students how to select a class by moving the highlight bar with the arrow keys and pressing **Enter**.

When students select a class from the Student Main Menu, the screen displays the Student Class Menu for that class.

## Student Class Menu

The following figure shows a sample Student Class Menu:



Students can use the items on this menu to do the following:

- Select to run a program.
- Return to the Student Main Menu.
- Access other common user functions.

Show students how to select a program by moving the highlight bar with the arrow keys and pressing **Enter**.

— Additional Information —

To run a program that requires BASIC on an IBM PCjr workstation, insert a BASIC cartridge into the left-hand cartridge slot *before* starting the workstation. BASIC programs can not run without this cartridge.

We recommend that you leave a BASIC cartridge in PCjr workstations at all times. It has no effect on programs that do not require BASIC.

Remind students to press **Esc** to return to their Student Main Menus from their Class Menus. Students can log out from both the Student Main Menu and the Student Class Menu. In order for their work to be recorded in the activity log, it is important that students log out at the end of each session.

# Appendix A. Messages

## About this Appendix

The information in this appendix is intended to be used by the system operator or other technically knowledgeable persons.

This appendix lists error messages in alphabetical order by function. Beneath each message is a brief explanation of the problem to which it refers. In this appendix, *italics* are used to indicate general terms which are substituted with other text when you see the message on the screen. The term *filespec* in this appendix is replaced on the screen with the name of the file which is the subject of the error message. For example, if the system cannot read the file BIOLOGY1; you see the message Unable to Read BIOLOGY1 on the screen, while the error message in this appendix reads "Unable to Read *filespec*."

Another example of this applies to the term *directory*. An error message listed in this appendix might read "directory could not be removed" while the message appearing on the screen might read "\CLASSES\JONES.CLS1 could not be removed."

## To All Users

Some error messages indicate problems that are simple to correct, such as a diskette in the wrong drive or pressing the wrong keys. If you see a message that you do not understand, contact your system operator.

## To the System Operator

You are responsible for correcting problems on the network. If you are unable to correct a problem with the information provided in this manual, contact the technical coordinator in your organization or your IBM Marketing Representative.

## Teacher Main Menu Functions

### Add/Remove a Class or Group

If any of the following errors occur while you are adding a class, remove the class; then add it again.

**Cannot obtain access to user information file.**

**Explanation:** The file, CLASSIDS.CLS is currently in use by another user. Try again later.

**Cannot process help file.**

**No Help Text Available**

**Explanation:** Improper installation has erased the help text files.

Reinstall the IBM Classroom LAN Administration System Version 1.30.

**Class description not unique.**

**Class description already exists.**

**Explanation:** The class description you entered is already in use. Enter another class description.

**This file could not be erased.**

**Could not CHDIR to *directory***

***directory* could not be removed.**

**Explanation:** You do not have access rights to this file or *directory*. The program cannot remove all of the files in *directory* or in the directory that contains this file.

***filespec* is missing the "SET T = " line.**

***filespec* is missing the "SET C = " line.**

***filespec* is missing the Title Box.**

**Explanation:** The teacher's class maintenance menu is defective.

Reinstall the IBM Classroom LAN Administration System Version 1.30.

**Insufficient Memory.**

**Explanation:** Your computer does not have enough memory to add or remove classes. Add or remove classes on a computer that has more memory installed or add memory to your computer.

**The maximum number of classes has been reached.**

**Explanation:** There is no room for another class to be added to your menu. Remove one of your current classes before you add another one. You can have up to 26 classes.

**Unable to add class description.**

**Explanation:** An error occurred while trying to add a class description to the file CLASSIDS.CLS. Check to be sure that CLASSIDS.CLS exists. If it does not, reinstall IBM Classroom LAN Administration System Version 1.30.

**Unable to Create directory.**

**Explanation:** You get this message when the following events occur:

- A directory already exists.
- A path to a directory does not exist.
- You do not have access rights to a directory.

**Unable to read SYS:\STUDENTS\CLASSIDS.CLS.**

**Unable to write SYS:\STUDENTS\CLASSIDS.CLS.**

**Explanation:** An input or output error occurred while trying to access the named file. Check the file specification and try again.

**You must provide a Class Description.**

**Explanation:** Your new class requires a description. Type a description of the new class.

**You are not authorized to add or remove classes.**

**Explanation:** Only a user with a teacher's ID is authorized to add or remove classes.

**List Classes/Students/Programs**

**A disk I/O error has occurred. Code: xx.**

**Explanation:** While attempting to access a disk, a critical error has occurred. The code number specified references a DOS error number.

**Drive not ready.**

**Explanation:** An attempt was made to write to a drive that is not ready for operation. Check that the drive door is properly closed and retry the operation.

**Error identifying all class descriptions.**

**Explanation:** A critical error occurred while processing SYS:\CLASSES\teacher\_id\class\_id\class\_id.IMG file. Check the file contents for validity. Also check the access rights to this file.

**Error identifying list of programs used in this class.**

**Explanation:** SYS:\CLASSES\teacher\_id\class\_id\S.MNU cannot be accessed. Try the operation again.

**Error processing file of students in this class.**

**Explanation:** A critical error occurred while processing the file of students in the class, **SYS:\CLASSES\teacher\_id\class\_id\class\_id.USE**. A complete list of students in this class cannot be obtained, or the file cannot be properly updated.

**Insufficient space in the directory for the output file: *filespec*.**

**Explanation:** While attempting to output a file, space has run out in the specified subdirectory for the file. Check the space available in that directory. Remove any unnecessary files.

**Not enough memory to run program.**

**Explanation:** There is not enough memory available to run this program. Add additional memory to your machine or run this program on a workstation with more memory.

**The disk is full.**

**Explanation:** While attempting to output a file, space has run out on the specified disk. Check the space available on that disk. Remove any unnecessary files.

**The disk is write protected.**

**Explanation:** An attempt was made to write to a diskette that has write protection. Remove the write protection, or insert a different diskette and retry the operation.

**The file, *filespec*, is locked, so you cannot access it at this time.**

**Explanation:** Someone else is currently accessing the *filespec* file. Retry the operation later.

**The file, *filespec*, was not found.**

**Explanation:** An attempt was made to access a file that could not be located in the specified subdirectory. Try the operation again.

**The path, *filespec*, was not found.**

**Explanation:** An attempt was made to access a subdirectory that does not exist.

Try the operation again.

**Too many files are open.**

**Explanation:** The maximum number of allowed open files has been reached. An attempt was made to open another file. Try the operation again.

## Modify Class Information

**A disk I/O error has occurred. Code: xx.**

**Explanation:** While attempting to access a disk, a critical error has occurred. The code number specified references a DOS error number.

**Drive not ready.**

**Explanation:** An attempt was made to write to a drive that is not ready for operation. Check that the drive door is properly closed and retry the operation.

**Enter a unique description.**

**Explanation:** The class's new description is the same as one already in the system. Try again using a unique class description.

**Error identifying all class descriptions.**

**Error modifying class description.**

**Explanation:** A critical error occurred while processing the `SYS:\CLASSES\teacher_id\class_id\class_id.ITS` file. Check the file contents for validity. Also check the access rights to this file.

**Error modifying class title in file: *filespec*.**

**Explanation:** A critical error has occurred while attempting to update the teacher or student class menu files `SYS:\CLASSES\teacher_id\class_id\T.MNU` OR `S.MNU`. The class description that appears on both the teacher's and students' menu cannot be modified.

**Error modifying CLASSIDS.CLS.**

**Explanation:** While attempting to modify the CLASSIDS.CLS file, a critical error has occurred and processing must terminate. Check the space available on volume `SYS:`. There needs to be enough space to create a backup file for the old `SYS:\CLASSES\teacher_id\class_id\CLASSIDS.CLS` file.

**Error modifying main menu file: *filespec*.**

**Explanation:** A critical error has occurred while attempting to update a user's main menu. Check to see that you have space available, and that the number of directory entries is not zero. If you have run out of space, make space available and try the function again.

**Error processing CLASSIDS.CLS.**

**Explanation:** While processing the file of class descriptions, CLASSIDS.CLS file, a critical error occurred and processing stopped. Attempt the change again.

**Error processing file of students in this class.**

**Error modifying file of students in this class.**

**Explanation:** A critical error has occurred while processing the file of students in the class SYS:\CLASSES\teacher\_id\class\_id\class\_id.USE. A complete list of students in this class cannot be obtained, or the file cannot be properly updated.

**Insufficient space in the directory for the output file: *filespec*.**

**Explanation:** While attempting to output a file, space has run out in the specified subdirectory for the *filespec* file. Check the space available in that directory. Remove any unnecessary files.

**Not enough memory to run program.**

**Explanation:** There is not enough memory available to run this program. Add additional memory to your machine or run this program on a workstation with more memory.

**The disk is full.**

**Explanation:** While attempting to output a file, space has run out on the specified disk. Check the space available on that disk. Remove any unnecessary files.

**The disk is write protected.**

**Explanation:** An attempt was made to write to a diskette that has write protection. Remove the write protection, or insert a different diskette and retry the operation.

**The file, *filespec*, is locked, so you cannot access it at this time.**

**Explanation:** Someone else is currently accessing the *filespec* file. Try the operation later.

**The file, *filespec*, was not found.**

**Explanation:** An attempt was made to access a file that could not be located in the specified subdirectory. Try the operation again.

**The path, *filespec*, was not found.**

**Explanation:** An attempt was made to access a subdirectory that does not exist. Try the operation again.

**Too many files are open.**

**Explanation:** The maximum number of allowed open files has been reached. An attempt was made to open another file. Try the operation again.

## Teacher Class Management Functions

### Class Reporting Options

The following error messages may occur when you select the Review Activity Logs option. The error may result from hardware or software malfunctions, or incorrect modifications to the teacher's menu file.

#### **Environment Error.**

##### **teacher or class ID missing.**

**Explanation:** The program could not locate a teacher or class ID. Contact the technical coordinator in your organization or your IBM Marketing Representative for assistance.

#### **Error finding Student information.**

#### **Error finding Unit and Lesson information.**

#### **Error processing summary file.**

**Explanation:** The student information stored in the summary files for the selected student, program, unit, or lesson could not be located. Try the operation again. If this also fails, return to your main menu and select this utility again.

#### **File Error. Unable to close ITM file.**

#### **File Error. Unable to close USE file.**

#### **File Error. Unable to close student activity file.**

**Explanation:** The program could not close the required file. This is a critical error; contact the technical coordinator in your organization or your IBM Marketing Representative for assistance.

#### **File Error. Unable to open ITM file.**

#### **File Error. Unable to open USE file.**

#### **File Error. Unable to open student activity file.**

**Explanation:** The program could not open the required file. This indicates a critical error; contact the technical coordinator in your organization or your IBM Marketing Representative for assistance.

#### **Insufficient Memory.**

**Explanation:** Your computer does not have enough memory to review student activity logs. Review student activity logs on a computer that has more memory installed or add memory to your computer.

**Memory Error. Insufficient memory for ITM file.**

**Memory Error. Insufficient memory for USE file.**

**Memory Error. Insufficient memory for student activity file.**

**Explanation:** There is not enough memory available to process the file. This indicates a critical error; contact the technical coordinator in your organization or your IBM Marketing Representative for assistance.

**Unable to Close *filespec*.**

**Explanation:** The program lost access to this file.

**Unable to Create *filespec*.**

**Unable to Erase *filespec*.**

**Unable to Read *filespec*.**

**Unable to Write *filespec*.**

**Explanation:** The program cannot access this file: You have lost access rights to the file, or the file no longer exists.

**Unable to Open *filespec*.**

**Explanation:** The file has been accidentally deleted from a directory.

## **Add/Remove Students in this Class**

If any of the following errors occur while you are adding a student, have the network administrator remove the student from the system; then add the student again. The network administrator should send a message to all teachers explaining that the student was removed and must be reassigned to their classes. If the problem persists, see your system operator to verify your directory access rights.

**Cannot specify more than 8 characters for a filename or directory.**

**Explanation:** DOS filenames and directories can not be longer than eight characters. Select a shorter name and enter your information again.

**Error trying to read file.**

**Explanation:** An input or output error occurred while trying to read the file being used to add or remove students to a class.

**File has incorrect format.**

**Explanation:** Cannot use the specified file because it is in an incorrect format.

**File does not exist or cannot be opened.**

**Explanation:** You must specify a filename for an existing file.

**Filename begins with an invalid character.**

**Explanation:** Filenames must begin with a valid character such as a letter, number, or underscore.

**Filename needed after drive specification.**

**Explanation:** You entered a drive specification and not a filename. Enter the information again, including a filename.

**Illegal use of backslash.**

**Explanation:** A backslash (\) was used in a manner not allowed in DOS file specifications. Enter the information again and make sure that the backslash is used only for path information.

**Insufficient Memory.**

**Explanation:** Your computer does not have enough memory to add or remove students. Add or remove students on a computer that has more memory installed or add memory to your computer.

**Invalid Drive Specification.**

**Explanation:** Enter the information again, using a valid drive specification.

**Must have a valid character preceding a period.**

**Explanation:** In a DOS filename the character before a period must be a valid character, such as a letter, number, or underscore. Enter the information again with a correct filename.

**Name contains an invalid character following the period.**

**Explanation:** Enter the information again, using the correct filename.

**No blanks are allowed in the name.**

**Explanation:** Enter a filename that does not include blanks.

**No more than three characters can follow the period.**

**Explanation:** You entered an invalid filename. Retype the correct filename with a three-letter file extension.

**File does not exist or cannot be opened.**

**Explanation:** You must specify a filename for an existing file.

**Filename begins with an invalid character.**

**Explanation:** Filenames must begin with a valid character such as a letter, number, or underscore.

**Filename needed after drive specification.**

**Explanation:** You entered a drive specification and not a filename. Enter the information again, including a filename.

**Illegal use of backslash.**

**Explanation:** A backslash (\) was used in a manner not allowed in DOS file specifications. Enter the information again and make sure that the backslash is used only for path information.

**Insufficient Memory.**

**Explanation:** Your computer does not have enough memory to add or remove students. Add or remove students on a computer that has more memory installed or add memory to your computer.

**Invalid Drive Specification.**

**Explanation:** Enter the information again, using a valid drive specification.

**Must have a valid character preceding a period.**

**Explanation:** In a DOS filename the character before a period must be a valid character, such as a letter, number, or underscore. Enter the information again with a correct filename.

**Name contains an invalid character following the period.**

**Explanation:** Enter the information again, using the correct filename.

**No blanks are allowed in the name.**

**Explanation:** Enter a filename that does not include blanks.

**No more than three characters can follow the period.**

**Explanation:** You entered an invalid filename. Retype the correct filename with a three-letter file extension.

**Student name cannot be added to this class. Student name must be removed from another class before being added to this one.**

**Explanation:** The student is enrolled in 26 classes, which is the maximum number of classes that can be displayed on the Student Main Menu. You cannot add this student until he or she is removed from another class.

**Student name does not exist.**

**Explanation:** A student name was specified in the file being used to add students to a class that does not exist on the network. Be sure the student name in the file is correct and that the student has a user ID on the network.

**Subdirectory or filename needed after a backslash.**

**Explanation:** A DOS file specification cannot end with a backslash (\). Correct the error and try it again.

**SYSTEM ERROR: Unable to Delete Student.**

**Explanation:** This is a critical error. Try to delete the student again. If it does not work a second time, contact the technical coordinator in your organization or your IBM Marketing Representative to arrange for technical assistance.

**The colon is only valid as the second character in the filename.**

**Explanation:** A colon in a DOS file specification indicates that the preceding letter indicated a drive designation. Drives are identified by a single letter which must be preceded by a blank and followed by a colon(:). Correct the error and enter the information again.

**Unable to access student information now. Try again later.**

**Explanation:** The file of all students, which is needed when adding students to a class, is currently unavailable. Try adding students to the class later.

**Unable to create .USE file.**

**Explanation:** The program was not able to create the class use file which contains the student names and IDs for all students in the class. Try again. If it does not work a second time, contact the technical coordinator in your organization or your IBM Marketing Representative.

**You are not authorized to add or remove students.**

**Explanation:** Only the teacher of a particular class is authorized to add or remove students in that class.

**You have reached the capacity of students in the class. You cannot add more students without first removing students.**

**Explanation:** There is no room for another student in the class. A maximum of 50 students can be assigned to a class. Remove a student from the class to make room for a new student.

**You must specify a filename.**

**Explanation:** When using this utility to add from a file, you must specify a filename.

## **Add/Remove Programs in this Class**

Refer to the following section for information on this type of error.

## **Add/Remove Special Menu Items in this Class**

**Invalid Parameter in Menu.**

**Explanation:** An invalid parameter has been found in the menu file that calls this program. Have the system operator check your menu file and correct the parameter.

**There are no programs installed now.**

**Explanation:** The system administrator has not installed any courseware programs to the network. Try again after courseware programs have been added to the network.

**There are no Special Menu Items installed now.**

**Explanation:** The system administrator has not installed any special menu items to the network. Try again after special menu items have been added to the network.

**You are not authorized to add or remove Special Menu Items.**

**Explanation:** Only the teacher of a particular class is authorized to add or remove special menu items in that class.

**Unable to Delete Special Menu Item.**

**Explanation:** An error occurred while deleting all the special menu items from a class. One of the special menu items could not be deleted because it is currently in use or your access rights to the menu file are incorrect. Have the system operator check and/or correct your access rights; then, try deleting the special menu item again.

**Unable to access Special Menu Items information now. Try again later.**

**Explanation:** The file ALLSPECS.CLS is in use and cannot be accessed until the current user has released it.

**Unable to add item. Menu is full.**

**Explanation:** There is no room for another program or special menu item on a student menu for a class. Remove a program or special menu item from the class before you add another one. You can add as many as 12 programs or special menu items to a class.

## **Distribute Files in this Class**

**Not enough memory to continue.**

**Explanation:** The program cannot obtain enough memory to run. You must add memory to your workstation or use a workstation with more memory than yours.

**Not enough parameters for program. Cannot run program.**

**Explanation:** Not enough command line parameters were passed into the program. Make sure the T.MNU file in the user's class directory on drive T: is not corrupted. Also, check the CLASS\_T.MNU file in the ADMIN directory to ensure that file is not corrupted.

**The drive\path entered does not exist.**

**Explanation:** An attempt to access a drive or path that does not exist has occurred. See your DOS manual if you have questions on the correct syntax.

**Unable to load all of the files in this directory.**

**Explanation:** There is not enough memory to load in all of the filenames in the current directory.

**The drive specified is not ready.**

**Explanation:** The door of the disk drive is not closed or there is no disk in the drive. Close the drive door or insert a diskette. Retry the operation after these checks have been completed.

**The drive letter specified does not exist.**

**Explanation:** The drive specified could not be located on your system. See your DOS manual if you have questions on the correct syntax.

**There are too many files open on your computer. Unable to continue.**

**Explanation:** The system has run out of room for opening files. See your DOS manual in order to allow the opening of more files.

**Destination file is read only, or the destination directory is full. Unable to continue.**

**Explanation:** The file to which you tried to write is read-only or the directory of the diskette you are using is full. Check that the file has read/write attributes and that the destination directory still contains files. See your DOS manual for more information concerning directory sizes and file attributes.

**An error occurred while trying to read a file. Unable to continue.**

**Explanation:** An error occurred while trying to read a file. Make sure the drive is ready and the file exists.

**An error occurred while trying to open a file. Unable to continue.**

**Explanation:** An error occurred while trying to open a file. Make sure the drive is ready and the file exists. Also, make sure you do not have more files open than your computer has been configured to handle.

**An error occurred while trying to close a file.**

**Explanation:** An error occurred while trying to close a file. Make sure the drive is ready and the file exists.

**You are trying to copy to a write-protected diskette. Remove the write protection to continue.**

**Explanation:** Your diskette has the write protect tab/window enabled. Remove the tab or close the window, depending on the type of diskette.

**Unable to obtain the current directory.**

**Explanation:** The current directory information could not be obtained from the system. Notify your system operator of this condition.

**Unable to obtain the length of the student file. Unable to continue.**

**Explanation:** The length of the CLSDIST.USE file in bytes could not be obtained. Notify your system operator of this error.

**The destination disk is full. Unable to copy files.**

**Explanation:** The destination disk is full. You must erase some files or use a different diskette for the destination.

**An I/O error has occurred. Code: xx.**

**Explanation:** While attempting to access a disk, a critical error has occurred. The code number specified references a DOS error number.

**An error occurred while trying to remove drive S:. Drive S: is not removed.**

**Explanation:** The request to NetWare failed. The program was unable to unmap drive S:. Try this operation again. If it fails, notify your system operator.

**Error mapping drive S:. Unable to complete mapping.**

**Explanation:** The request to NetWare failed. The program was unable to map the selected student's path to drive S:. Try this operation again. If it fails, notify your system operator.

**Unable to locate help file. No help available.**

**Explanation:** Pressing F1 for help did not access the appropriate help file. Verify that all the .HLP files are in SYS:PUBLIC. Notify the system operator.

**This class does not contain any students. Unable to continue.**

**Explanation:** You must have students added to the class before you can use this option.

**The selected users directory does not contain any files.**

**Explanation:** The selected user does not have any files to copy.

**The filename specified already exists.**

**Explanation:** The filename being used is already in existence. You must use a unique name for this file. See your DOS manual for more information on specifying file names.

## **Set Bookmark for Programs**

**Bookmark module called with invalid program state parameter.**

**Bookmark module called with incorrect number of parameters.**

**Explanation:** Upon starting Set Bookmark for Programs, it is checked for proper parameters. This indicates that one of them is invalid. Probable cause is a corrupt line in the Class Management Menu. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Unable to find program name in Student Menu.**

**Explanation:** The program selected could not be found in the Student Menu using the program's ID. The program ID is missing or the file is corrupt. Note the *program name*. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Unable to find bookmarks for program name.**

**Unable to read bookmarks for program name.**

**Explanation:** Set Bookmark for Programs attempted to open or read the SYS:\PUBLIC\CLSBKM.CLS file and was unsuccessful. This is where the bookmarks for the programs reside. SYS:\PUBLIC\CLSBKM.CLS is missing or too many files are open. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Cannot allocate memory for module.**

**Explanation:** During the execution of Set Bookmark for Programs, memory is not available for the Set Bookmark for Programs to continue. Note the module. Check for programs running in the background and unload them. Attempt to correct the problem by running Set Bookmark for Programs again, logging out and rebooting the computer, or contacting your IBM representative.

**Unable to retrieve program list.**

**Explanation:** Upon start of the program, the Student Menu could not be opened. The Student Menu is missing or too many files are open. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Programs File missing.**

**Student File missing.**

**Explanation:** Upon start of the program, the existence of Programs File and Student File is checked. The displayed file is missing. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Student name cannot be added.**

**Maximum number of students in class.**

**Explanation:** After searching the *program\_ID.BKM* file for an empty space, none was found. There should be no more than 50 students in the class. Make sure you have deleted students no longer in the class. "Add/Remove Students in this Class" on page 7-38 explains how to delete students. Attempt to correct the problem by running Set Bookmark for Programs again or contacting your IBM representative.

**No matching student ID in Bookmark list.**

**Explanation:** When bookmarks are being set, the list of students selected is compared with the list of students in the *program\_ID.BKM*. The student selected could not be found in the *program\_ID.BKM*, and no available space was found. Make sure you have deleted students no longer in the class. "Add/Remove Students in this Class" on page 7-38 explains how to delete students. Note the student ID. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**No students in this class.**

**Explanation:** Upon start of the program, no students were assigned to the class. Quit Set Bookmark for Programs and assign students to the class.

**No programs with bookmarks available.**

**Explanation:** Upon start of the program, the Student Menu is empty or does not contain any Basic Skills Programs or programs written according to the Standard Log Record format described in Appendix F, "Standard Log Record for Applications" on page F-1. Set Bookmark for Programs will work only for programs that use bookmarks.

**Program ID missing for: *program name*.**

**Explanation:** Upon start of Set Bookmark for Programs, the program's description and ID are read in from the Student Menu. This program does not have an ID in the file or the file is corrupt. Note the *program name*. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

### **Bookmark File missing.**

**Explanation:** After selecting a program from the list, SYS:\PUBLIC\CLSBKM.CLS is missing. This is where the program's bookmarks reside. Attempt to correct the problem by reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

### **Invalid Unit entered.**

### **Invalid Lesson entered.**

### **Invalid Activity entered.**

**Explanation:** The user attempted to enter an incorrect value for the program's bookmark. Refer to your list of bookmarks or press **F2** in order to see a correct list of bookmarks for the program chosen. A blank entry is considered to be of zero value.

### **Invalid program type for *program name*.**

**Explanation:** The program selected does not have a valid type assigned to it. Note the *program name*. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

### **No students have been selected.**

**Explanation:** The user attempted to proceed with Set Bookmark for Programs without first selecting at least one student. Highlight the student(s) desired and use **Ins** to select. Then press **F10** to continue.

### **Number of bookmarks is greater than *maximum number*.**

**Explanation:** After selecting a program, Set Bookmark for Programs discovered that the number of bookmarks exceeded the current *maximum number*. Note the maximum and the program chosen. Attempt to correct the problem by running Set Bookmark for Programs again or contacting your IBM representative.

### **State set to *value*.**

**Explanation:** Upon start of the program, the state of Set Bookmark for Programs was determined to be incorrect. Note the *value*. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Unable to execute command.**

**Explanation:** Set Bookmark for Programs attempted to do a system call for a command and was unsuccessful. Memory available is probably low. Check for programs running in the background and unload them. Note the *command*. Attempt to correct the problem by running Set Bookmark for Programs again, logging out and rebooting the computer, or contacting your IBM representative.

**Unable to find class description for class ID.**

**Explanation:** The class selected could not be found in the teacher menu by using the class ID. The *class ID* is missing or the teacher menu file is corrupt. Note the *class ID*. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Unable to process CLSCLASS.LOG.**

**Explanation:** A program written according to the Standard Log Record format described in Appendix F, "Standard Log Record for Applications," was selected and the file H:\CLSCLASS.LOG was determined to be corrupt. Note the program chosen. Attempt to correct the problem by running Set Bookmark for Programs again or contacting your IBM representative.

**Unable to read Programs List.**

**Unable to read Student List.**

**Explanation:** A problem arose reading the programs or students file. The probable cause is too many open files. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Unable to read menu file.**

**Explanation:** A program written according to the Standard Log Record format described in Appendix F, "Standard Log Record for Applications," was selected and the students menu file was accessed. A problem arose reading the file. Attempt to correct the problem by running Set Bookmark for Programs again or contacting your IBM representative.

**Unable to read save file.**

**Explanation:** A program written according to the Standard Log Record format described in Appendix F, "Standard Log Record for Applications," was selected. Set Bookmark for Programs attempted to access the log file where data was saved and a problem arose reading the file. Attempt to correct the problem by running Set Bookmark for Programs again or contacting your IBM representative.

### **Unable to retrieve Student List.**

**Explanation:** Upon start of the program, the file containing the student list could not be opened. The file is missing or too many files are open. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

### **Unable to set bookmarks for program name.**

**Explanation:** Set Bookmark for Programs was unable to set the bookmarks for the chosen program successfully. Note the *program name*. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

**Unable to read *filename*.**

**Unable to rewind *filename*.**

**Unable to close *filename*.**

**Unable to create *filename*.**

**Unable to delete *filename***

**Unable to determine file position for *file name***

**Unable to open *filename***

**Unable to write into *filename***

**Explanation:** Set Bookmark for Programs encountered problems with one of the basic I/O routines. Note the *filename* in the message text. Attempt to correct the problem by running Set Bookmark for Programs again, reinstalling the IBM Classroom LAN Administration System Version 1.30 software, or contacting your IBM representative.

## **Teacher Application Menu**

### **Program Options**

**Add/Remove Programs:** Refer to similar messages in “Add/Remove Programs in this Class” on page A-11 for errors that occur while you are using this option.

### **Add/Remove Office Applications.**

Refer to similar messages in “Office Users” on page A-21 for errors that occur while you are using this option.

### **Add/Remove Special Menu Items.**

Refer to similar messages in “Add/Remove Special Menu Items” on page A-33 for errors that occur while you are using this option.

## **Autologin**

The following messages may be encountered by teachers using autologin.

### **Autologin file is inaccessible.**

**Explanation:** The file could not be used. Check for the presence of \LOGIN\AUTOLOG\AUTOLOG.\* on your system. If it cannot be found, copy the file from your IBM Classroom LAN Administration System Version 1.30 diskettes.

### **Workstation IDs are numbered 1 through 50. Up to 50 workstations are allowed on the network.**

**Explanation:** Either the starting workstation number or the number of workstations specified is outside the allowable range, 1 to 50. Use workstation numbers and totals within the correct range.

## **Office Users**

The following are error messages that office personnel may see displayed on their screens while executing one of the Program Options from their main menu. If any error occurs that is not listed below, refer to similar messages in "Add/Remove Programs in this Class" on page A-11.

### **Add/Remove Programs**

### **Add/Remove Office Applications**

### **Add/Remove Special Menu Items**

#### **There are no Office Applications installed now.**

**Explanation:** The system administrator has not installed any office applications on the network. Try again after office applications have been added to the network.

#### **You are not authorized to add or remove Applications.**

**Explanation:** The access rights assigned to you for your menu file are incorrect. Have the system administrator correct your rights and try again.

#### **Unable to Delete Application.**

**Explanation:** An error occurred while deleting all the office applications from a menu. One of the office applications could not be deleted because your access rights to the menu file are incorrect. Have the system operator check and/or correct your access rights to the menu and try deleting the office application again.

#### **Unable to access Office Applications information now. Try again later.**

**Explanation:** The file ALLOFFIC.CLS is in use and cannot be accessed until the current user has released it.

## Network Administrator Functions

### Add New User IDs

**Cannot access file of user additions.**

**Explanation:** The program cannot access the AUDITTRL.CLS file. Make sure this file is located in the \User\_Group\User\_ID subdirectory off the root of the server. Also, make sure no other user is logged on under your ID and is including User IDs.

**Cannot add User ID: *user\_ID*. User ID already exists.**

**Explanation:** The user ID you entered already exists for another user. Change the user ID to an ID that has not been used earlier.

**Cannot create menu for *user\_id*.**

**Explanation:** The program cannot create the main menu for the user ID being added. Make sure the server is ready and there is room for this file.

**Cannot create Login script for *user\_id*.**

**Explanation:** The program cannot create the LOGIN file for the user ID being added. Make sure the server is ready, and there is room for this file.

**Cannot create User ID for Full Name: *full\_name*.**

**Explanation:** In an attempt to create a user ID from a full name, an error occurred. Try to add this full name again with the user ID field filled in.

**Cannot have empty NAME field.**

**Explanation:** Type a full name in the Full Name field to include a new user ID.

**Cannot have empty User TYPE field.**

**Explanation:** Type an **A** for network administrators, **O** for office personnel, **T** for teachers, **S** for students, or **G** for generic users in the User Type field.

**Cannot incorporate previous User ID additions.**

**Cannot run at this time.**

**Explanation:** When user IDs are added to the system, they are first written to the file ALLUSERS.[\$\$]. They are then merged with the User ID file, ALLUSERS.CLS. Make sure the server has room and that ALLUSERS.CLS is not a read-only file.

### **Cannot incorporate User ID changes.**

**Explanation:** In trying to merge the user or users added to the ALLUSERS.CLS file, an error has occurred. Exit the utility, and run it again.

### **Cannot initialize User ID file.**

**Explanation:** This error message indicates that the system cannot create the initial file of user IDs. The file of user ID information ALLUSERS.CLS, located in SYS:ADMIN, cannot be created. During the attempt to create the file and add the four initial users, SUPERVISOR, SYSOP, ADMIN, and GUEST, an error has occurred. Make sure there is room on the server for the file and that if ALLUSERS.CLS already exists on the server, it is not a read-only file.

### **Cannot keep log of User IDs included.**

**Explanation:** The program cannot create the file AUDITTRL.CLS. This file is located in the subdirectory \User\_Group\User\_ID off the root of the server. Make sure the server is ready and there is room for the additional file.

### **Cannot process Input file “filename.”**

**Explanation:** The program cannot process the file. Make sure the drive is ready and the file is present. Also, make sure that no other user is logged on under your ID and is including new user IDs.

### **Cannot read Add User IDs Text file.**

**Explanation:** The file CLSGENID.TXT, which is located at SYS:ADMIN, cannot be read. If this file does not exist, reinstall IBM Classroom LAN Administration System Version 1.30.

### **Cannot run this program while another network administrator or teacher is “paging” through User ID information.**

**Explanation:** The file of user ID information cannot be modified while another network administrator or teacher has the file open and is “paging” through it. Exit the utility and wait for the other network administrator or teacher to finish running. Then run this utility again.

### **Cannot update User\_ID list.**

**Explanation:** One of the two files used for the addition of a user ID, ALLUSERS.CLS and ALLUSERS.\$\$\$, cannot be processed. Make sure there is room for the two files on the server, and that if they exist, they are not read-only files. These files are located in SYS:ADMIN.

### **Cannot write to printer.**

**Explanation:** The program cannot output AUDITTRL.CLS to the printer. Make sure this file exists in the \User\_Group\User\_ID subdirectory off the root of the server and that the server is up.

### **Critical Error: Not enough memory.**

#### **Not enough memory to run application.**

**Explanation:** There is not enough memory available to run this utility. Add additional memory to your computer, or run this utility on a workstation with more memory.

### **Error accessing Bindery.**

**Explanation:** An internal error has occurred in an attempt to access the bindery. Exit the utility and try to run it again.

### **Help not available.**

**Explanation:** Pressing F1 for help did not access the appropriate help file. Verify that all the .HLP files are in SYS:PUBLIC.

### **Multiple Users cannot update User IDs simultaneously.**

**Explanation:** The utilities Add User IDs and Remove User IDs cannot be run by more than one network administrator at once. Wait until the network administrator currently running one of these utilities has finished.

## **List/Modify User Information**

### **Cannot obtain access to User Information file.**

**Explanation:** An internal error has occurred while attempting to access the file of user ID information. Exit the utility and run the utility again.

### **Cannot read List Users Text file.**

**Explanation:** The file CLSLIST.TXT, which is located at SYS:ADMIN, cannot be read. If this file does not exist, reinstall IBM Classroom LAN Administration System Version 1.30.

### **Cannot run in “paging” mode when a network administrator is modifying User ID information.**

**Explanation:** The file of user ID information can not be accessed while another network administrator is modifying the file (adding or removing user IDs). Exit the utility and wait for the other network administrator to finish running. Then run this utility again.

**Critical Error: Not enough memory.**

**Insufficient Memory.**

**Not enough memory to run application.**

**Not enough memory to run Print/Save.**

**Explanation:** There is not enough memory available to run this utility. Add additional memory capacity to your computer, or run this utility on a workstation which has more memory.

**Error accessing bindery.**

**Explanation:** An internal error has occurred while attempting to access the bindery. Exit the utility and run it again.

**Error changing Grade in Bindery.**

**Explanation:** While attempting to modify a user's grade, an error occurred in modifying the Grade property for this user in the bindery. Attempt the modification again. If this also fails, remove and add the user again.

**Error changing Password.**

**Explanation:** When attempting to modify a user's password, an error occurred in modifying the Password property for this user in the bindery. Attempt the modification again. If this also fails, remove and add the user again.

**Error changing User's Full Name in Bindery.**

**Explanation:** When attempting to modify a user's full name, an error occurred in modifying the Identification property for this user in the bindery. Attempt the modification again. If this also fails, remove and add the user again.

**Error modifying ALLUSERS.CLS file.**

**Explanation:** When attempting to modify a user's name or grade, an error has occurred in trying to modify the file of user ID information. Make sure there is room on the server for a backup file, and try the modification again. If this also fails, remove and add the user again.

**Error reading PASSWORD property from bindery.**

**Explanation:** While attempting to modify user information, an error occurred in trying to read the user's password property from the bindery. Attempt the modification again. If this also fails, remove and add the user again.

**Error reading User's Main Menu.**

**Explanation:** In modifying a user's full name, an error occurred reading the user's main menu. Attempt the modification again. If this also fails, remove and add the user again.

**Full Name cannot be empty.**

**Explanation:** When modifying a user's information, the full name field has been left empty. Enter the user's full name in this field.

**Grade will not be changed.**

**Explanation:** When attempting to modify a user's grade, an error occurred. Attempt the modification again. If this also fails, remove and add the user again.

**Help not available.**

**Explanation:** Pressing F1 for help did not access the appropriate help file. Verify that all the .HLP files are in SYS:PUBLIC. If they are not found, reinstall IBM Classroom LAN Administration System Version 1.30.

**Invalid input in Grade field.**

**Explanation:** The search arguments for the Grade field are not valid. Change the Grade search arguments.

**Invalid input in Name field.**

**Explanation:** The search arguments for the Name field are not valid. Change the Name search arguments.

**Multiple Users cannot update User IDs simultaneously.**

**Explanation:** Another network administrator is presently modifying user information. More than one network administrator cannot modify user information at the same time. Exit the utility and wait for the other network administrator to finish. Then run this utility again.

**Output file cannot be opened.**

**Explanation:** When attempting to save the list of users to a file, an error occurred. Make sure there is room at the destination drive for a file. Also, change the file's drive, path, or name and try to save it again.

## **Remove User IDs**

**A teacher who still has classes cannot be removed. Remove all classes for teacher: *teacher\_id***

**Explanation:** A teacher cannot be removed until the teacher has removed all of his or her classes. Have the teacher remove all classes and then remove the teacher's user ID.

**Cannot access Groups I'm In for *user\_id*.**

**Explanation:** The bindery property "GROUPS I'M IN" cannot be retrieved for the user ID being removed. If the ID was not added through the IBM Classroom LAN Administration System Version 1.30, it will not be deleted.

**Cannot delete own User ID.**

**Explanation:** You cannot delete the user ID with which you logged in. Log in as the supervisor to remove the network administrator's user ID.

**Cannot delete: *user\_id*.**

**Explanation:** The user ID cannot be removed. The Advanced NetWare utility SYSCON will have to be used to delete this user ID.

**Cannot get User's password property.**

**Explanation:** The password property of the user ID being deleted cannot be accessed and it will not be deleted.

**Cannot incorporate previous removals.**

**Explanation:** User ID removals are stored in the file ALLUSERS.###. This file is merged with ALLUSERS.CLS to remove user IDs from ALLUSERS.CLS. Make sure there is room on the server and that ALLUSERS.CLS is not a read-only file.

**Cannot incorporate User ID changes.**

**Explanation:** In trying to merge the user or users removed from the ALLUSERS.CLS file, an error has occurred. Exit the utility, and run it again.

**Cannot keep log of User IDs deletions.**

**Explanation:** The program cannot create a record of all user IDs included in the system (AUDITTRL.CLS). This file is located in the subdirectory \User\_Group\User\_ID off the root of the server. Make sure there is room for the additional file and the server is ready.

**Cannot process Input file *filespec*.**

**Explanation:** The program cannot access the file containing the user IDs to be deleted. Make sure the drive is ready and the file exists.

**Cannot process Log file.**

**Explanation:** The program cannot print a log of all user ID deletions (AUDITTRL.CLS). This file is in the \User\_Group\User\_ID subdirectory off the root of the server. Make sure this file exists at the server and the server is ready.

**Cannot read Remove User IDs Text file.**

**Explanation:** The file CLSDELID.TXT, which is located at SYS:ADMIN, cannot be read. If this file does not exist, reinstall IBM Classroom LAN Administration System Version 1.30.

**Cannot retrieve system information.**

**Explanation:** Information pertaining to network administrators, teachers, generics, and students cannot be found. Reinstall the IBM Classroom LAN Administration System Version 1.30.

**Cannot run this program in “paging” mode while other network administrators are also “paging” through User ID information.**

**Explanation:** Two network administrators cannot “page” through the file of user ID information. Exit the utility and wait for the other network administrator to finish running. Then run this utility again.

**Cannot run this program while another network administrator or teacher is “paging” through User ID information.**

**Explanation:** A user ID cannot be removed from the file of user ID information when another network administrator or teacher is “paging” through this file. Exit the utility and wait for the other network administrator or teacher to finish running. Then run this utility again.

**Critical Error: Not enough memory.**

**Not enough memory to run application.**

**Explanation:** There is not enough memory available to run this utility. Add additional memory to your computer, or run this utility on a workstation with more memory.

**Error accessing Bindery.**

**Explanation:** An internal error has occurred while attempting to access the bindery. Exit the utility and run it again.

**First Group is not Everyone.**

**Explanation:** If the User ID being removed is not in the group **Everyone**, it was not added through the IBM Classroom LAN Administration System Version 1.30, and it will not be deleted.

**Help not available.**

**Explanation:** Pressing F1 for help did not access the appropriate help file. Verify that all the .HLP files are in SYS:PUBLIC.

**Multiple users cannot update User IDs simultaneously.**

**Explanation:** Only one network administrator can run either the Add User IDs utility or the Remove User IDs utility at one time. Wait for a network administrator currently running one of these utilities to finish and then start the utility.

**Password not verified. Cannot delete User ID: *user\_id*.**

**Explanation:** The correct password must be provided to remove a teacher or network administrator. Obtain the correct password from the teacher or network administrator that is being removed.

**Second group is not ADMIN, GENERIC, OFFICE, STUDENT, or TEACHER.**

**Explanation:** If the user ID being removed is not in one of the five acceptable groups (ADMIN, GENERIC, OFFICE, STUDENT, or TEACHER), it was not added through the IBM Classroom LAN Administration System Version 1.30 and it will not be deleted.

## **Install/Remove Programs**

**All MAPpings must have an associated MAP DEL command.**

**Explanation:** The start instructions for a new program contain a call to the MAP command for a search drive, without an associated MAP DEL command. Add a MAP DEL command to the start instructions after the MAPping of the search drive.

**Cannot copy all program files to server.**

**Explanation:** When installing a program, one or more files were not copied to the server. This can be caused by insufficient room on the file server, or a bad file on a diskette being copied.

**Cannot create file\_path EXTRAS.CLS.**

**Explanation:** The program cannot create the file. If the file already exists, it contains program information on similar files already installed in the same server directory. If the file exists, it may be a read-only file. If not, make sure there is room to create new files on the server's fixed disk.

**Cannot create Program directory.**

**Explanation:** The program cannot create the program directory at the server. Make sure the name of the directory you specified is not a duplicate of a file name that already exists. If the name already exists, change the program directory name or remove or rename the file that already exists. Also, make sure there is room for additional files on the server's fixed disk.

**Invalid driver Specified.**

**Explanation:** The drive letter entered does not exist. Enter another drive letter.

**Improper pathname entered.**

**Explanation:** A pathname should start with a drive letter followed by a colon (:). Enter a valid pathname using a drive letter followed by a colon.

**Cannot create Program Item file.**

**Explanation:** When trying to create an ITEM file while trying to install a program, an error has occurred. This file contains the ITEM line for the program being installed. Make sure there is room on the server for the file and, if this file already exists on the server, that it is not a read-only file.

**Cannot create Program Usage file.**

**Explanation:** When installing a program, the Program Usage file cannot be created. This file contains a list of all student menus which have this program present. Make sure there is room on the server and that, if this file already exists, it is not a read-only file.

**Cannot process *drive: program\_id.ITS*.**

**Explanation:** An error has occurred while installing a PROGRAM\_ID.ITS file, found on the first program diskette. Make sure the drive is ready.

**Cannot process *file\_path\ALLITEMS.CLS*.**

**Explanation:** When trying to read or update the file ALLITEMS.CLS, an error has occurred. This file contains a list of all programs that are currently installed. Make sure there is enough room on the server for this file and, if this file already exists, that it is not a read-only file.

**Cannot process *file\_path\CLSITEMS.ITS*.**

**Explanation:** When trying to read the file CLSITEMS.ITS, an error has occurred. This file contains a list of all programs that can be installed. Make sure that this file exists. If another user is installing a program to the system and a teacher is adding or removing programs to a class, the system is slow and the timing right. Try again later.

**Cannot process *file\_path\EXTRAS.CLS*.**

**Explanation:** When trying to process the file EXTRAS.CLS, located in the program directory, an error has occurred. Make sure there is room for the file on the server and, if a file named EXTRAS.\$\$\$ already exists in the program directory, that it is not a read-only file.

**Cannot process *file\_path\program\_id.USE*.**

**Explanation:** An error has occurred while processing the Usage file of a program that is being removed. The Usage file lists all Student Menu files which access this program.

**Cannot read Install/Remove Programs Text file.**

**Explanation:** The file CLSAPPL.TXT, which is located at SYS:PUBLIC, cannot be read. If this file does not exist, reinstall IBM Classroom LAN Administration System Version 1.30.

**Cannot record number of licenses.**

**Explanation:** When installing a program, an error has occurred while trying to record the information identifying the number of users who can run the program simultaneously. Reinstall the IBM Classroom LAN Administration System Version 1.30.

**Error obtaining TEACHERS, STUDENTS, OFFICE, and GENERICS Object Number from Bindery.**

**Explanation:** The object numbers for the four groups that run programs cannot be obtained from the bindery. These object numbers are needed to make these groups trustees of program directories. Exit the utility and attempt to run the utility again.

**Help not available.**

**Explanation:** Pressing F1 for help did not access the appropriate help file. Verify that all the .HLP files are in SYS:PUBLIC.

**ITEM line is too long.**

**Explanation:** The total number of characters in the Program Installation Options (for example, Description, Start Instructions, and Server Directory) are too long. Reduce the number of characteristics, particularly those in the Start Instructions.

**MAPping of search drives must use the MAP INSERT command.**

**Explanation:** The Start Instructions for a new program contain a call to the MAP command for a search drive. This call must use the MAP INSERT command. Add INSERT after the MAPping of the search drive.

**Multiple users cannot run this program simultaneously.**

**Explanation:** Only one network administrator can run the Install/Remove Programs utility at a time. Wait until the utility is not being used by another network administrator.

**Must remove all search MAPpings with the MAP DEL command in the reverse order they were MAP INSERTed.**

**Explanation:** The Start Instructions for a program must remove all calls to the MAP command for search drives in the reverse order they were MAP INSERTed. If more than one search drive is MAP inserted, make sure they are MAP DELETED in the reverse order. Example: MAP INS S3^MAP INS S4^MAP DEL S4^MAP DEL S3

**Not enough memory to run application.**

**Critical Error: Not enough memory**

**Explanation:** There is not enough memory available to run the Install/Remove Programs utility. Add additional memory capacity to your computer, or run the program on a machine with additional memory.

**Output file cannot be opened.**

**Explanation:** An error occurred when attempting to save the list of programs to a file. Make sure there is room at the destination drive for a file. Also, change the file's drive, path, or name and attempt to save it again.

**file\_path\S.MNU cannot be modified.**

**Explanation:** An error has occurred while removing a program from a Student Menu. This error may have occurred because a student was accessing the file. Make sure that no students are accessing the file and that the server has enough room for the file. If students are accessing the file, remove the program when they have finished using it.

**Program cannot be removed. Menu files currently active.**

**Explanation:** When removing a program, a Student Menu file could not be updated. The menu file was probably being used by a student at the time the removal was attempted. Wait until all students have finished using the file and then remove the program.

**Program directory cannot be the root directory.**

**Explanation:** When filling in the Installation Options, an error has occurred pertaining to the program's directory. Fill in the Program Directory field and make the Program Directory a subdirectory, preferably a subdirectory of the \COURSES subdirectory. The Program Directory cannot be the root directory.

**Program description must be non-empty.**

**Explanation:** When filling in the Installation Options, an error has occurred pertaining to the Program Description. The Program Description cannot be empty. Fill in the Program Description field.

**Program ID cannot be FILTER.**

**Explanation:** The Program ID cannot be the word FILTER. Change the ID to some other unique ID.

**Program ID must be non-empty.**

**Explanation:** The Program ID field has been left empty. Enter a unique ID in this field.

**Program ID must be unique. An installed program already has this ID.**

**Explanation:** A previously installed program has the same ID you entered in the Program ID field. Change the ID to a unique ID.

**Program ID must be unique. This ID is reserved.**

**Explanation:** A program in the list of Programs Not Installed has an ID equal to the ID entered in the Program ID field. Change the ID to some other unique ID.

**Remove call to GRAPHICS from start instructions.**

**Explanation:** There is a call to GRAPHICS.COM in the Program Start Instructions. Remove this call from the Start Instructions.

**Start Instructions must be non-empty.**

**Explanation:** When filling in the Installation Options, an error has occurred pertaining to the program's Start Instructions. Start Instructions cannot be empty. Fill in the Start Instructions field.

**Add/Remove Special Menu Items**

**Cannot create ITEMID.USE.**

**Explanation:** The program cannot create the file. If the file already exists, make sure it is not a read-only file. If the file does not exist, make sure there is room to create new files on the server's fixed disk.

**Cannot create Special Item file.**

**Explanation:** An error occurred while trying to create an item file. This file contains the item line for the item being installed. Make sure there is room on the server for the file. If this file already exists on the server, make sure that it is not a read-only file.

**Cannot create special usage file.**

**Explanation:** When installing a special menu item, the special usage file cannot be created. This file contains a list of all Student Menus which have this item present. Make sure there is room on the server to create the file. If the file already exists, make sure it is not a read-only file.

**Cannot create sys: courses\specials.**

**Explanation:** The program cannot create a directory at the server for the Special Menu Items. Make sure there is room for additional files on the server's fixed disk.

**Cannot obtain Special Menu Items text.**

**Explanation:** An error occurred while trying to open the file, CLSSPECS.TXT. Make sure that the file exists on the network. If it does not, reinstall IBM Classroom LAN Administration System Version 1.30.

**Cannot process ALLSPECS.CLS.**

**Explanation:** When trying to read or update the file ALLSPECS.CLS, an error occurred. This file contains a list of all items that are currently installed. Make sure there is enough room on the server for this file and that if this file already exists, it is not a read-only file.

**Cannot process clsspecs.itm.**

**Explanation:** When trying to read the file CLSSPECS.ITA, an error occurred. This file contains a list of all items that can be installed. Make sure this file exists.

**Cannot process the Item file.**

**Explanation:** Cannot write to the item file in order to update it. If the file exists, make sure it is not marked read-only.

**Cannot process ITEMID.USE.**

**Explanation:** An error occurred while processing the usage file of an item that was being removed. The usage file lists all Student Menu files which access this special menu item.

**Cannot Update menu file *filename* at this time.**

**Explanation:** This menu file contains this item, and the file is being modified by someone else at the time you are trying to update the item. Try again later.

**ID must be unique and non-empty.**

**Explanation:** An error pertaining to the item ID occurred while filling in the Installation Options. The ID field must be filled in.

**Multiple Users cannot run this program simultaneously.**

**Explanation:** Only one network administrator can run the Add/Remove Special Menu Items utility at a time. Wait until the utility is not being used by another network administrator.

**Special Item cannot be removed. Menu files currently active.**

**Explanation:** When removing the item, a Student Menu file could not be updated. The menu file was probably being used by a student at the time the removal was attempted. Wait until all students have finished using the file and then remove the item.

**Unable to successfully update this item.**

**Explanation:** The selected item could not be updated. Make sure no students are using the menu files. Wait until all students have finished using the file and then remove the item.

**Unacceptable Item line.**

**Explanation:** The ITEM line for this item is either too long or invalid data has been typed. Type the description and Start Instructions again.

## **Modify Program Install Options**

**All MAPpings must have an associated MAP DEL command.**

**Explanation:** The Start Instructions for a Program must remove all calls to the MAP command for search drives with the MAP DEL command. If a MAP command for a search drive does not have an associated MAP DEL command for that same search drive, add it to the Start Instructions.

**All menu files referencing this program could not be changed.**

**Explanation:** Before a program's ITEM line can be changed, all classes using this program have the program deactivated from their class menu. If this program cannot be deactivated from all menus, the modification process will not proceed. Make the same changes to the Installation Options and attempt the modification again. This will ensure that the program will not be lost from any class' menu. If this also fails, remove and reinstall the program.

**ALLITEMS.CLS file cannot be modified.**

**Explanation:** The file of program information pertaining to all installed programs cannot be modified. Make sure the file ALLITEMS.CLS is located at SYS:\ADMIN and there is room on the volume SYS: for backup files.

### **Cannot change Program Licenses.**

**Explanation:** When changing the program's licenses, an error occurred writing to the NetWare bindery. Attempt to change the licenses again. If this error still occurs, remove and reinstall the program.

### **Cannot process CLSITEMS.ITS.**

**Explanation:** The IBM Classroom LAN Administration System Version 1.30 file of program ITEM lines cannot be processed. Make sure that the file CLSITEMS.ITS is located at SYS:\ADMIN. If it is not, reinstall IBM Classroom LAN Administration System Version 1.30.

### **Cannot read .USE file for this program.**

**Explanation:** The usage file for the program being modified could not be read from the program's current directory. Attempt to make the change again. If this error still occurs, remove and reinstall the program.

### **Cannot run this program at this time.**

**Explanation:** Another network administrator is running a utility program that works with the programs that are installed on the system. Only one network administrator is allowed to modify program information at a time. Wait until the other network administrator(s) has completed working with program information and attempt to run this utility again.

### **Description cannot be empty.**

**Explanation:** When changing the program's description, the Description field was left empty. Enter a new description in the Program Description field.

### **Error accessing bindery for LICENSES property.**

**Explanation:** When changing the program's licenses, an error occurred accessing the NetWare bindery. Attempt to change the licenses again. If this error still occurs, remove and reinstall the program.

### **Error changing the program directory.**

**Explanation:** A problem occurred when trying to move the program files to a new location (i.e. directory). A file may already exist with the name of the new directory provided. Make sure there is room in the new location for the program files to be moved, and change the name of the new directory. If this also fails, do not change the program's location, or remove and reinstall the program.

**Error modifying EXTRAS.CLS in the old program directory.**

**Explanation:** When changing either the program's volume or directory, the EXTRAS.CLS file could not be changed. This file contains the file names and number of times each file is copied into the program's "original" directory. Make sure there is room at the new location for files. If there is not, do not change the program's location or remove the program and reinstall it.

**Error reading EXTRAS.CLS from current Program directory.**

**Explanation:** When changing either the program's volume or directory, the file containing the filenames and number of times each is copied into the program's "new" directory could not be read. Exit the utility and attempt this change again. If this also fails, remove and reinstall the program.

**Error reading TEACHERS, STUDENTS, GENERICS object number from bindery.**

**Explanation:** The NetWare Object number for each of the IBM Classroom LAN Administration System Version 1.30 groups TEACHERS, STUDENTS, and GENERICS must be obtained to run this utility. Run the SYSCON program user types to ensure that these groups exist. If they do not exist, reinstall IBM Classroom LAN Administration System Version 1.30.

**Error removing this program from all student menus.**

**Explanation:** When changing the program's description, Start Instructions, volume, or directory, the program is first removed from the class menus on which it currently is installed. An error occurred when trying to deactivate it from one of the class menus. Exit this utility, run it again and attempt to make the same changes. The program will not be lost from any of the class menus.

**filename cannot be removed from the current program directory.**

**Explanation:** When changing either the program's volume or directory, one of the program's files could not be deleted from the program's current location. Make sure this file on the program's original location is not read-only. If it is, change it to read-write and delete the file. If this also fails, remove and reinstall the program.

**Item line is too long, reduce Start Instructions.**

**Explanation:** The Start Instructions are too long to be placed into an ITEM file. Reduce the size of the program's Start Instructions, description, or directory.

**MAPping of search drives must use the MAP INSERT command.**

**Explanation:** The Start Instructions for a program may not contain a call to MAP for a search drive without using the MAP INSERT version of the command. This is to ensure that all search drives preserve their proper values. Change the MAP S# to MAP INSERT S#. The # in S# indicates a search drive number.

**Must remove all search MAPpings with the MAP DEL command in the reverse**

**Explanation:** The Start Instructions for a program must remove all calls to the MAP command for search drives in the reverse order they were MAP INSERTed. If more than one search drive is MAP INSERTed, make sure they are MAP DELETED in the reverse order.  
Example: MAP INS S3^MAP INS S4^MAP DEL S4^MAP DEL S3

**Not enough memory to run program.**

**Explanation:** There is not enough internal memory on your workstation to run this utility. Either run on a workstation with more internal memory or add memory to your workstation.

**Not enough room at the new location to move the program files.**

**Explanation:** When changing either the program's volume or directory, it was determined that there is not enough room at the new location for the program to be moved. Attempt to move the program to a different volume. If there is no room on any volume, do not change the program's location or remove and reinstall the program.

**Program directory can not be the root.**

**Explanation:** When changing the program's directory, the root directory was indicated as the new directory. No programs can be installed on the root directory. Change the Directory field to a directory that is not the root directory.

**Program's ITEM line cannot be modified.**

**Explanation:** During the course of modifying a program's description, Start Instructions, volume, or directory, an error occurred. Exit the utility and attempt the changes again. If this also fails, remove and reinstall the program.

**Remove call to GRAPHICS from start instructions.**

**Explanation:** The Start Instructions for a program may not allow a call to GRAPHICS.COM. Remove any call to GRAPHICS.COM from your program's Start Instructions.

**Start instructions cannot be empty.**

**Explanation:** When changing the program's Start Instructions, the Start Instructions field was left empty. Enter a new set of Start Instructions.

**The ITEM line for this program cannot be changed.**

**Explanation:** Some problem occurred when changing the program's description, Start Instructions, volume, or directory. Exit this utility and attempt the changes again. If this also fails, remove and reinstall the program.

## **Install Program Updates**

**Cannot run this program at this time.**

**Explanation:** Another network administrator is running a utility program that works with the programs that are installed on the system. Only one network administrator is allowed to modify program information at a time. Wait until the other network administrator(s) has completed working with program information and attempt to run this utility again.

**Error copying new program files to the server.**

**Explanation:** An error occurred when trying to copy the updated program files to the server. Make sure there is room on the server for the new files.

**Error copying program file:**

**Explanation:** An error occurred when attempting to copy a file from the program diskette to the network. Make sure that there is room at the server for this file, and that the file is not already present at the server and is read-only.

**Error reading EXTRAS.CLS for this program.**

**Explanation:** An error occurred when trying to read the file containing the file names and number of times each is copied into the program's directory. Exit this utility and attempt to run it again. If this also fails, remove and reinstall the program.

**Error removing original program files.**

**Explanation:** An error occurred when removing one or more of the program's files from the server. Make sure none of the program files are read-only. Exit this utility and attempt to run it again. If this also fails, remove and reinstall the program.

### **Error updating the EXTRAS.CLS file for this program.**

**Explanation:** An error occurred when modifying the file containing the file names and number of times each is copied into the program's directory. Make sure there is room on the server for backup files.

### **Not enough memory to run program.**

**Explanation:** There is not enough internal memory on your workstation to run this utility. Either run on a workstation with more internal memory or add memory to your workstation.

## **Advance Students' Grade Level**

**The grade entered was not valid. Please enter a new grade. Valid grades are the numbers 1 - 99 inclusive or the letter K.**

**Explanation:** You entered a grade that the program does not recognize. The program only recognizes 1 - 99 and K. Try again with the correct entries.

### **Not enough memory to continue program.**

**Explanation:** Your computer does not have enough memory to continue running this program. You must add memory to your computer or use a workstation with more memory than yours.

### **Unable to read from the User ID file.**

### **Unable to read from the Batch file.**

### **Unable to read from the Backup file.**

**Explanation:** An error occurred while trying to read a file necessary for the program to operate properly. Make sure the drive is ready and the file is present.

### **Unable to write to the User ID file.**

### **Unable to write to the Batch file.**

### **Unable to write to the Backup file.**

**Explanation:** An error occurred while trying to write to the file specified in the error message. Make sure the drive is ready and the file is present.

### **Unable to close the User ID file.**

### **Unable to close the Batch file.**

### **Unable to close the Backup file.**

**Explanation:** An error occurred while trying to close a file that was in use. Make sure the drive is ready and the file is present. This error will also occur if a previous attempt to open the file has failed.

**Unable to open the User ID file.**

**Unable to open the Batch file.**

**Unable to open the Backup file.**

**Explanation:** An error occurred while trying to open a file necessary for the program to operate properly. Make sure the drive is ready and the file is present. Also, make sure you currently do not have more files open than your computer has been configured to handle. Contact the system operator.

**Unable to delete the Backup file.**

**Explanation:** An error occurred while trying to delete the backup file created for the User ID file. Make sure the drive is ready and the backup file is present.

**Unable to copy the User ID into the Backup file.**

**Explanation:** An error occurred while trying to copy the User ID file into the backup file. Check to make sure the drive is ready and that there is enough space on the drive to make a file the same size as the User ID file.

**There are not any students in the User file.**

**Explanation:** The program could not find any students in the User ID file.

**An error occurred while trying to protect the User ID file from other users.**

**Explanation:** Access to the User ID files could not be excluded from other users. Only one user is allowed to access the User ID file at a time. Exit the utility and run it again after the other user has finished.

**Unable to find the User ID file.**

**Unable to find the Batch file.**

**Unable to find the Backup file.**

**Explanation:** The program could not find the file specified. Check to make sure that it is present and in the correct directory.

**A User file name was not entered to the program.**

**Explanation:** The name of the User ID file was not entered as a parameter to the program.

**The printer is not ready. Please correct the problem to continue printing.**

**Explanation:** Make sure the printer is turned on and online. Then press F10 to continue printing.

### **Error updating the EXTRAS.CLS file for this program.**

**Explanation:** An error occurred when modifying the file containing the file names and number of times each is copied into the program's directory. Make sure there is room on the server for backup files.

### **Not enough memory to run program.**

**Explanation:** There is not enough internal memory on your workstation to run this utility. Either run on a workstation with more internal memory or add memory to your workstation.

## **Advance Students' Grade Level**

**The grade entered was not valid. Please enter a new grade. Valid grades are the numbers 1 - 99 inclusive or the letter K.**

**Explanation:** You entered a grade that the program does not recognize. The program only recognizes 1 - 99 and K. Try again with the correct entries.

### **Not enough memory to continue program.**

**Explanation:** Your computer does not have enough memory to continue running this program. You must add memory to your computer or use a workstation with more memory than yours.

### **Unable to read from the User ID file.**

### **Unable to read from the Batch file.**

### **Unable to read from the Backup file.**

**Explanation:** An error occurred while trying to read a file necessary for the program to operate properly. Make sure the drive is ready and the file is present.

### **Unable to write to the User ID file.**

### **Unable to write to the Batch file.**

### **Unable to write to the Backup file.**

**Explanation:** An error occurred while trying to write to the file specified in the error message. Make sure the drive is ready and the file is present.

### **Unable to close the User ID file.**

### **Unable to close the Batch file.**

### **Unable to close the Backup file.**

**Explanation:** An error occurred while trying to close a file that was in use. Make sure the drive is ready and the file is present. This error will also occur if a previous attempt to open the file has failed.

**Unable to open the User ID file.**

**Unable to open the Batch file.**

**Unable to open the Backup file.**

**Explanation:** An error occurred while trying to open a file necessary for the program to operate properly. Make sure the drive is ready and the file is present. Also, make sure you currently do not have more files open than your computer has been configured to handle. Contact the system operator.

**Unable to delete the Backup file.**

**Explanation:** An error occurred while trying to delete the backup file created for the User ID file. Make sure the drive is ready and the backup file is present.

**Unable to copy the User ID into the Backup file.**

**Explanation:** An error occurred while trying to copy the User ID file into the backup file. Check to make sure the drive is ready and that there is enough space on the drive to make a file the same size as the User ID file.

**There are not any students in the User file.**

**Explanation:** The program could not find any students in the User ID file.

**An error occurred while trying to protect the User ID file from other users.**

**Explanation:** Access to the User ID files could not be excluded from other users. Only one user is allowed to access the User ID file at a time. Exit the utility and run it again after the other user has finished.

**Unable to find the User ID file.**

**Unable to find the Batch file.**

**Unable to find the Backup file.**

**Explanation:** The program could not find the file specified. Check to make sure that it is present and in the correct directory.

**A User file name was not entered to the program.**

**Explanation:** The name of the User ID file was not entered as a parameter to the program.

**The printer is not ready. Please correct the problem to continue printing.**

**Explanation:** Make sure the printer is turned on and online. Then press **F10** to continue printing.

### **Error updating the network bindery.**

**Explanation:** An internal error has occurred in an attempt to access the bindery. Exit the utility and run it again.

### **Cannot run this program while another administrator or teacher is paging through User ID information.**

**Explanation:** The file of User ID information cannot be modified while another network administrator or teacher is paging through it. Exit the utility and wait for the other network administrator or teacher to finish running. Then run this utility again.

### **Multiple Users cannot update User IDs simultaneously.**

**Explanation:** The utilities that update user ID information, such as Add User IDs, Remove User IDs, and Advance Students' Grade Level, cannot be run by more than one network administrator at one time. Wait until the network administrator currently running one of these utilities has finished. Then run this utility again.

### **Unable to locate help file. No help available.**

**Explanation:** Pressing F1 for help did not access the appropriate help file. Verify that all the .HLP files are in SYS:PUBLIC. Contact the system operator.

## **Modify Menu Escape Code**

### **Access to *filespec* denied.**

**Explanation:** DOS denies the user access to the file. DOS error 5 occurred. Contact the system operator.

### **Correct, then press any key to try again.**

**Explanation:** Some kind of error has occurred and the user is allowed to correct the error and try again.

### **The *filespec* was not found.**

**Explanation:** While trying to change a file attribute, the file could not be found in the filepath.

### **Could not find escape sequence in *filespec*. File is damaged.**

**Explanation:** The file that should contain the escape sequence does not and is assumed to be damaged.

### **Severe error, could not close *filespec*.**

**Explanation:** Could not close the file containing the new escape sequence. Contact the system operator.

### **Severe error, could not close network semaphore.**

**Explanation:** There was an error in closing the Novell semaphore. If the message occurs again, you should reinstall the IBM Classroom LAN Administration System Version 1.30 and Advanced NetWare.

### **Escape code is currently being modified. Please try again later.**

**Explanation:** Another system operator is currently modifying the escape code.

### **No help available.**

**Explanation:** The help file is missing. Contact the system operator.

## **Controlling Messages**

### **The system defaults are currently being modified, please try later.**

**Explanation:** Someone else is currently changing the system defaults. Wait for the person to complete making the changes, then proceed again.

### **There are insufficient system resources to perform this function.**

**Explanation:** The system has run out of resources. Attempt this function later. If the problem remains, contact the system operator.

## **Make/Remove Printstation**

### **The LANSPOOL.VAP program has not been installed on any file servers.**

**Explanation:** The program that allows you to make a workstation into a printstation has not been run on the network. To run this program, you must answer yes (Y) and press **Enter** at the server prompt that informs you that the value-added processes have been added.

### **There are no local printer(s) attached to the workstation or the printer(s) have already been assigned as LANSpool printers.**

**Explanation:** This error message will be displayed if one of the following conditions exist:

- You do not have any printer adapters installed in the workstation you are trying to make into a printstation.
- All of the local printers attached to the workstation have already been used as LANSpool printers.

In either case, you do not have any printers that LANSpool can use as printstations.

**Not enough memory to continue program.**

**Explanation:** Your computer does not have enough memory to continue running this program. You must add memory to your computer or use a workstation with more memory than yours.

**An error occurred while trying to run the Printstation software.**

**Explanation:** This error message is caused by either of two conditions:

- You do not have enough memory left on your machine to run the printstation software.
- There was an error trying to run the printstation software.

The memory problem can be fixed by rebooting the workstation and running the program again. If the second error occurs, reinstall the IBM Classroom Administration System software on the network.

**An error occurred while trying to close the workstation definition file.**

**Explanation:** An error occurred while trying to close a file that was in use. Make sure the drive is ready and the file is present. This error will also occur if a previous attempt to open the file has failed.

**An error occurred while trying to open the workstation definition file.**

**Explanation:** An error occurred while trying to open a file necessary for the program to operate properly. Make sure the drive is ready and the file is present. Also, make sure you currently do not have more files open than your computer has been configured to handle.

**An error occurred while trying to read the work station definition file.**

**Explanation:** An error occurred while trying to read a file necessary for the program to operate properly. Make sure the drive is ready and the file is present.

**An error occurred while trying to write the work station definition file.**

**Explanation:** An error occurred while trying to write to the file specified in the error message. Make sure the drive is ready and the file is present.

**Not enough memory to continue with Printstation removal.**

**Explanation:** Your computer does not have enough memory to continue running this program. You must add memory to your computer or use a workstation with more memory than yours.

**Unable to protect the workstation definition file from other users.**

**Explanation:** Access to the workstation definition file could not be excluded from other users. Only one user is allowed to access the workstation definition file at a time. Exit the utility and run it again after the other user has finished.

**There are no printers defined on the network.**

**Explanation:** The program cannot find any printers currently defined on the network. You must have at least one printer defined on the network to make printer assignments. After a printer has been added to the network, run this again.

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## General

### File Cleanup Utility

**Unable to remove file: (filename).**

**Explanation:** The filename marked for deletion could not be deleted. This error usually occurs when a file is flagged as read-only.

**Not enough memory to load all of the files in the specified directory. Please run this program again after you have completed removing any of the files displayed.**

**Explanation:** Your computer does not have enough memory to load all of the files in the specified directory. You must delete some of the files in the directory and run the program again to see more of the file in the directory, or you can run the program from a workstation with more memory.

**The drive\path entered does not exist.**

**Explanation:** An attempt to access a drive or path that does not exist has occurred.

**The drive specified is not ready.**

**Explanation:** An attempt was made to read or write to a drive that is not ready for operation. Check that a diskette is in the drive and that the drive door is properly closed. Retry the operation after these checks have been completed.

**An I/O error has occurred. Code: xx.**

**Explanation:** While attempting to access a disk, a critical error has occurred. The code number specified references a DOS error number.

**Unable to locate help file. No help available.**

**Explanation:** Pressing F1 for help did not access the appropriate help file. Verify that all the .HLP files are in SYS.PUBLIC. Contact the system operator.

**File *filename* is a read only file. Deletion of read only files is not allowed.**

**Explanation:** The file specified by *filename* cannot be deleted by the user. The file is either flagged as read-only or the user does not have the appropriate rights to delete the file.

**File *filename* is on a write-protected diskette. Remove the write protection to continue deletions from this diskette.**

**Explanation:** The file marked for deletion resides on a diskette that is write-protected. Remove the diskette's write protection and attempt to delete the file again.

**The drive letter specified does not exist.**

**Explanation:** The drive letter specified is not a valid drive on the workstation or the network.

**You are not allowed to delete any of the files in the current directory. Use the F2 key to change the drive\path.**

**Explanation:** Deletion of any of the files in the directory/path is not allowed.

## **Authorization for Program Execution**

The following error message may occur when you attempt to run a courseware program. This message indicates that all licensed copies of the program are currently being used.

**Course is not available.**

**Explanation:** The program is not available. All licensed copies of the program are in use at this time. You must wait until a current user finishes. If you need to concurrently run more copies of this program, contact your IBM Marketing Representative for information on additional licensed copies.

## **Starting Courseware Programs or Office Applications**

The following error messages may occur when attempting to run a courseware program. These errors may result from hardware or software malfunctions, or incorrect modifications to data files.

**Cannot execute course.**

**Explanation:** The requested program does not exist or the DOS program loader cannot load the program. If the problem persists, remove the program from the system and install it again.

**Cannot open .BKM file.**

**Cannot open .DAT file.**

**Cannot open .TRN file.**

**Explanation:** The program cannot find or access the file. The file may have been accidentally erased. Remove the program from the class, then add it again.

**Cannot close .TNS file.**

**Cannot close .TRN file.**

**Explanation:** The program cannot access the file.

**Cannot make .TRN file.**

**Cannot read .BKM file.**

**Cannot update .BKM file.**

**Cannot update .TRN file index.**

**Explanation:** The program cannot access the file. You have lost access rights to the directory or the directory no longer exists.

**DOS memory allocation error.**

**Explanation:** The DOS memory allocation blocks are incorrect. Restart the workstation and retry the program.

**Invalid .TRN file.**

**Explanation:** The .TRN file contains incorrect data. Delete the bad .TRN file from the user's private read/write directory and try the program again.

**Kernel filespec missing.**

**User ID missing or invalid.**

**.BKM file spec missing.**

**.DAT file spec missing.**

**.TNS file spec missing.**

**.TRN file spec missing.**

**Explanation:** The .ITM file contains incorrect data. Remove the program, then reinstall it.

## **Ending the Operation of a Courseware Program**

The following error messages may occur during the cleanup that follows the operation of a courseware program. These errors may result from hardware or software malfunctions, or incorrect modifications to data files.

**Cannot close .BKM file.**

**Cannot close .TNS file.**

**Explanation:** The program lost access to the file.

**Cannot open .TRN file.**

**Explanation:** The program cannot locate or access the .TRN file. The file may have been accidentally erased. Try the program again. If the error persists, remove the program from the system, then reinstall it.

**Cannot read .TRN file.**

**Cannot append to .TNS file.**

**Cannot update .BKM file.**

**Explanation:** The program cannot access the file. You have lost access rights to the directory or the directory no longer exists.

**User ID missing or invalid.**

**.BKM file spec missing.**

**.TNS file spec missing.**

**.TRN file spec missing.**

**Explanation:** The .TRN file contains incorrect data. Remove the program from the system, then reinstall it.

## **Installing IBM-PC DOS Versions**

The following error messages may occur when installing DOS versions during the installation of the IBM Classroom LAN Administration System Version 1.30. These errors may result from hardware malfunctions, software bugs, or incorrect modifications to the installation .BAT file.

**Cannot access target DOS directory.**

**Invalid path.**

**Unable to create destination file.**

**Target DOS network path invalid.**

**Explanation:** The program cannot access the file. Restart the IBM Classroom LAN Administration System Version 1.30 installation. If the error persists, contact your IBM Support Center for information on recovery.

### **Cannot allocate enough memory.**

**Explanation:** There is not enough memory available to load "COMMAND.COM" from the input DOS diskette. Restart the workstation and the IBM Classroom LAN Administration System Version 1.30 installation.

### **Cannot find "COMMAND.COM" on diskette.**

**Cannot determine DOS version.**

**Cannot read "COMMAND.COM" from diskette.**

**Error(s) copying DOS files.**

**File not found.**

**Explanation:** The diskette does not contain "COMMAND.COM" or the diskette has a bad sector. Insert a working copy of DOS on the server and retry.

### **Destination file spec missing.**

**Input drive specifier missing or invalid**

**Source file spec missing**

**Target DOS network path missing**

**Explanation:** The installation .BAT file contains incorrect data. Make adjustments, then check to see if parameters have been inadvertently omitted.

### **DOS memory allocation error.**

**Explanation:** The DOS memory allocation blocks are incorrect. Restart the workstation and restart the IBM Classroom LAN Administration System Version 1.30 installation.

## **Menu Processor**

The following errors are the result of a system failure. If one of the CLSMENU errors listed below appears, the workstation's RAM disk has probably been overlaid by an application program. At the DOS prompt, type **G** and press the **Enter** key to recover. If the error persists, restart the system.

### **CLSMENU error. An error occurred writing the output file, *filename*.**

**Explanation:** The output drive or the diskette may be defective.

### **CLSMENU error. An unexpected end-of-file occurred reading the menu file.**

**Explanation:** The menu definition file ended before reading all menu information. The batch file is defective.

**CLSMENU error. No room in the directory for the output file.**

**Explanation:** The directory of the output drive contains the maximum number of entries. Erase a file or use a different directory for output.

**CLSMENU error. The menu file, *filename*, was not found.**

**Explanation:** The menu processor's input file cannot be found. The batch file is defective.

**CLSMENU error. The menu file has disappeared.**

**Explanation:** The input file was erased before it was completely read. Restart the system.

**CLSMENU error. The output file has disappeared.**

**Explanation:** The output file was erased before it was completely written. Restart the system.

**CLSMENU error. Unable to open output file, *filename*.**

**Explanation:** The menu program cannot write to the default drive or the drive specified in *filename*. Also, *filename* may be write-protected, or there is no room on the output drive.

**CLSMENU error. Unable to open the menu file. Too many files are open.**

**Explanation:** The number of files open exceeds the default of 5. Since the program allows only one open file at a time, a system failure is indicated. Restart the system.

**CLSMENU error. Unable to open the output file. Too many files are open.**

**Explanation:** The number of files open exceeds the default of 5. Since the program allows only one open file at a time, a system failure is indicated. Restart the system.

## **Message Processor**

The following error messages may occur when the message processor tries to display a message. These errors indicate that the message syntax is incorrect. The problem may be due to a hardware or software malfunction, or incorrect modifications to the message file.

**CLSMMSG: body missing.**

**Explanation:** The message does not contain a body part. Correct the syntax and run the program again to see the message.

### **CLMSG: body syntax incorrect.**

**Explanation:** The message body contains an unrecognized element. Correct the syntax and run the program again to see the message.

### **CLMSG: some strange ending!**

**Explanation:** The message ends prematurely. Correct the syntax and run the program again to see the message.

### **CLMSG: word or \$H expected.**

**Explanation:** The message syntax is incorrect. A word or a highlight tag is required. Correct the syntax and run the program again to see the message.

### **CLMSG: \$B expected.**

**Explanation:** The message contains unpaired bottom tags. Correct the syntax and run the program again to see the message.

### **CLMSG: \$C expected.**

**Explanation:** The message contains unpaired center tags. Correct the syntax and run the program again to see the message.

### **CLMSG: \$H expected.**

**Explanation:** The message contains unpaired highlight tags. Correct the syntax and run the program again to see the message.

### **CLMSG: \$T expected.**

**Explanation:** The message contains unpaired title tags. Correct the syntax and run the program again to see the message.

## **Pop-Up System Menu**

The following messages can appear while using the resident pop-up menus for sending messages and printer control.

**There are no printers on the network.**

**There is only one printer on the network.**

**Explanation:** These messages appear if you try to select a network printer and there is no printer or only one printer installed. No further action is required. If only one printer is installed on the network, there is no need to specify a printer number.

### **Unable to send message to *user\_id*.**

**Explanation:** The person you've attempted to contact is logged in, but is unable to receive your message. This occurs under the following situations:

- The message receiving capability has been turned off using the Advanced NetWare command **castoff** (**caston** is the converse).
- The receiver has a message on the screen and one waiting in the queue. The message queue holds only one message.
- Messages cannot be viewed if the receiver is using a program which involves **graphics.com**. In this case, one message is held in the queue until the user exits the program. Any additional messages are ignored.

### **Print/Save Function**

The following messages may appear while adding or deleting user IDs, installing or updating program installation options, or any of the other options that permit printing or saving to a file.

#### **Output file cannot be opened.**

**Explanation:** The path you specified is incorrect. Press **Esc** to continue, then enter the correct path and filename.

#### **The printer is not ready.**

**Explanation:** Check the printer to make sure it is turned on, is online, and has a supply of paper. Press **Esc** to continue and then select print again.

### **Login Messages**

The following messages may appear while logging in or while passing through to another server. Any of the network users may encounter these messages.

#### **Your workstation's level of DOS is not installed on the server.**

**Explanation:** The level of DOS you used to boot your workstation is not installed on the server, or the directory where your DOS level is installed does not contain the file COMMAND.COM. Reinstall IBM Classroom LAN Administration System Version 1.30 to install your DOS level on the server.

**Cannot attach to file server server name.**  
**Cannot detach from file server server name.**

**Explanation:** If you cannot attach to another server, it is because no other servers are available. If you cannot detach from another server, contact the technical coordinator in your organization or your IBM Marketing Representative.

**Cannot find mapping for H:\HOME DIRECTORY in login script.**

**Explanation:** The group login scripts have probably been altered. Check the following files for a MAP H:

SYS:PUBLIC\CLSGENER.LGN  
SYS:PUBLIC\CLSAADMIN.LGN  
SYS:PUBLIC\CLSTEACH.LGN  
SYS:PUBLIC\CLSSTUDT.LGN

If one does not exist, copy these files again from your IBM Classroom LAN Administration System Version 1.30 diskettes.

**Error Opening SYS:LOGIN\AUTOLOG\workstation#.LGN.**  
**Error Reading SYS:LOGIN\AUTOLOG\workstation#.LGN.**  
**Error Writing SYS:LOGIN\AUTOLOG\workstation#.LGN.**  
**Cannot Close SYS:LOGIN\AUTOLOG\workstation#.LGN.**

**Explanation:** Any of these messages indicate that the file required to create a login script could not be created. This can be caused by any of the following:

- The server fixed disk may be full. Check the disk and delete some files to provide additional storage space.
- A file of the same name already exists and has been flagged as non-sharable read-only. Issue the following command to release that file:

flag SYS:LOGIN\AUT0LOG\workstation#.LGN

**Error reading NetWare's bindery.**

**Explanation:** A call to the NetWare bindery (the internal database) failed for the user's group type. Run NetWare utilities to assure that the user ID is valid and has the correct group type. The user ID may need to be deleted and added again to the system.

**No response from server selected.**

**Explanation:** The server you selected could not be attached.

**Not enough memory for sys:login\autolog\workstation#.ign.**

**Explanation:** There was not enough remaining memory to load this file. If you encounter this error, contact the technical coordinator in your organization or your IBM Marketing Representative for assistance.

**There are no servers available.**

**Explanation:** Passthru only works when other servers are linked to your server. Currently there are no other servers attached.

**Unable to read network address of server name.**

**Unable to write server network address to shell mapping table**

**Explanation:** These are critical errors which should not occur under normal circumstances. Contact the technical coordinator in your organization or your IBM Marketing Representative.

## **Network Printer Control**

The following messages may be encountered by teachers using the Network Printer Control option:

**Not enough memory to run program.**

**Explanation:** There is not enough memory available to run this utility. Add additional memory to your computer, or run this utility on a workstation with more memory.

**Error using Network Printer.**

**Error using Local Printer.**

**Error changing to Printstation Printer.**

**Explanation:** An error occurred while attempting to reroute printer output. Reboot the workstation and attempt the change again.

## Critical Errors

The following messages indicate a severe system error. Try only the recovery steps suggested in the message explanation. If the remedy does not work, or the message appears a second time, contact the technical coordinator in your organization or your IBM Marketing Representative for technical assistance.

### **DOS error: ERROR MESSAGE.**

**Explanation:** A DOS error occurred.

### **Invalid Menu Item: *item*.**

#### **No Valid Menu Items**

**Explanation:** This class item file is invalid.

### **Invalid Menu File: *filespec*.**

**Explanation:** This file has an invalid extension.

### **Unable to Close *filespec*.**

**Explanation:** The program lost access to this file.

### **Unable to Create *filespec*.**

### **Unable to Erase *filespec*.**

### **Unable to Read *filespec*.**

### **Unable to Write *filespec*.**

**Explanation:** The program cannot access this file. You lost access rights to the directory or the file, or the directory no longer exists.

### **Unable to Open *filespec*.**

**Explanation:** The file has been accidentally deleted from a directory.



## **Appendix B. Teacher Planning**

Appendix B, "Teacher Planning," covers the following topics:

- Previewing courseware programs
- Creating an actual class
- Teacher planning worksheets

## Previewing Courseware Programs

If you are creating classes as a teacher for the first time, use the following procedure to preview courseware programs before assigning them to your classes:

- 1 Select Teacher Application Menu on your Teacher Main Menu. The Teacher Application Menu is displayed.
- 2 Select Add/Remove Programs on your Teacher Application Menu. A list of the courseware programs available on the network is displayed. Use this option to add courseware programs to your Teacher Application Menu.
- 3 Press **Esc** to return to your Teacher Application Menu.
- 4 Use the arrow keys to position the highlight bar on a courseware program listed under the Application Selection heading. To run the highlighted program, hold down **Ctrl** and press **A**.

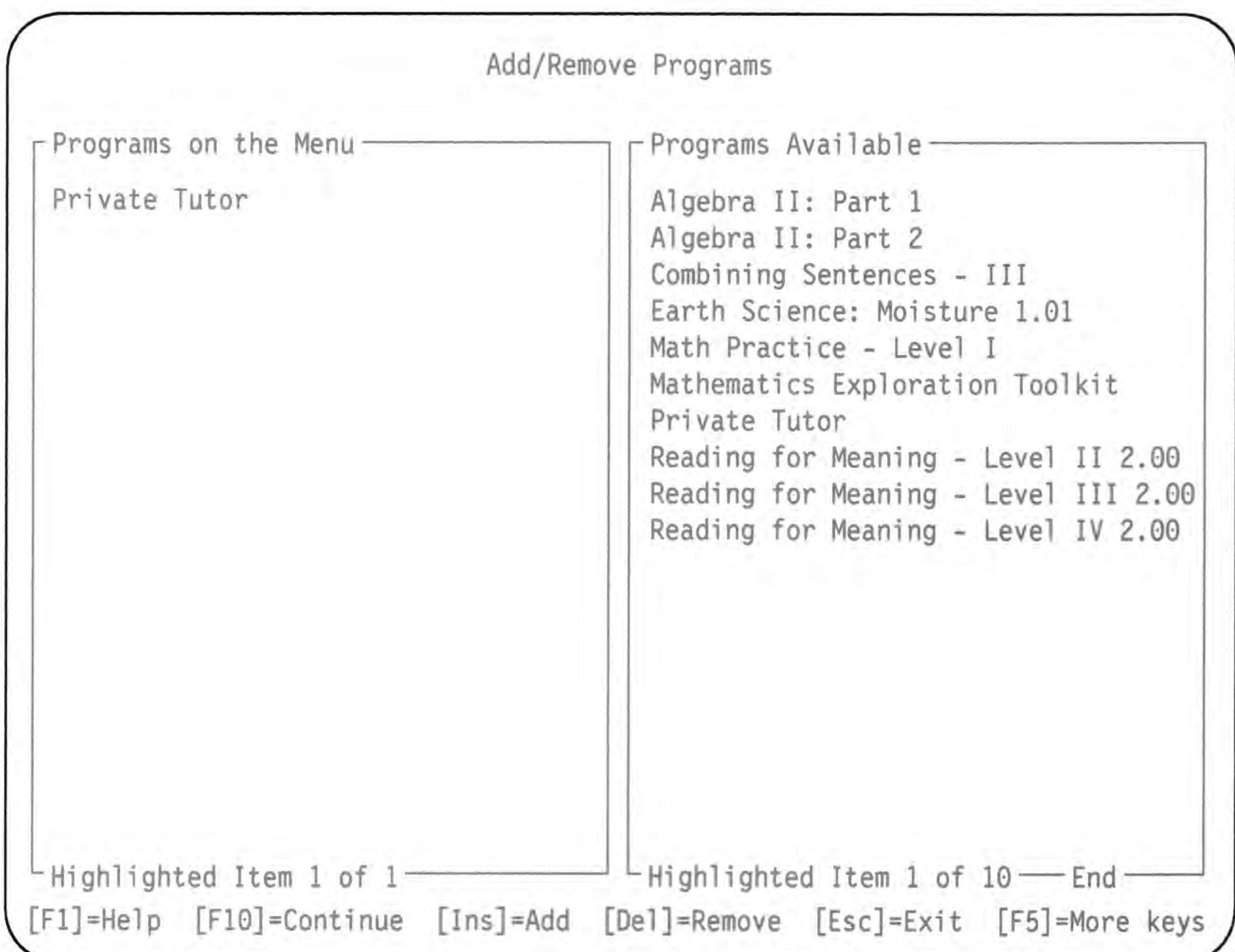
The following sections give detailed information about these procedures.

### Add/Remove Programs

The Add/Remove Programs screen allows you to add particular courseware programs to your Teacher Application Menu. Those programs that you have added are listed under the Application Selection heading on your Teacher Application Menu.

The Add/Remove Programs screen also allows you to remove particular programs from your Teacher Application Menu.

When you select Add/Remove Programs on your Teacher Application Menu, the Add/Remove Programs screen is displayed. An example of this screen is shown in the following figure:



The screen is divided into two parts. The right side of the screen lists all the courseware programs available to you. These are the programs that have been installed on the network by your network administrator. The left side of the screen lists the programs that have been added to your Teacher Application Menu.

The following function keys are available for this function:

**Key Description**

**F1** Display help information.

**F2** Add programs listed in a file to your Teacher Application Menu.

- F5** Display more function key selections. The screen remains the same; only the function key selections change.
- F9** Delete all the programs from your Teacher Application Menu.
- F10** Continue, or perform the indicated function.
- Ins** Mark an item to be added to your Teacher Application Menu. The marked item appears in green.
- Del** Mark an item to be removed from your menu. The marked item appears in red.
- Esc** Return to the previous menu or screen.

### **Add Courseware Programs**

To add a program to your Teacher Application Menu, complete the following steps:

- 1** Select **Add/Remove Programs** on your Teacher Application Menu. The **Add/Remove Programs** screen is displayed.
- 2** Use the arrow keys to position the highlight bar on one of the courseware programs listed on the right side of **Add/Remove Programs** screen.
- 3** Press **Ins**. The marked item turns green. You can press **Ins** again to unmark the item.
- 4** To mark another item, repeat steps 2 and 3.
- 5** Press **F10** to add the marked items to your menu. If you do not want to add the marked items to your menu, press **Esc** to quit without adding the marked items.

### **Running Programs**

Teachers can go from the Teacher Main Menu to the Teacher Application Menu to preview programs. From the Teacher Main Menu, complete the following steps:

- 1** Use the arrow keys to position the highlight bar on a courseware program listed under the Application Selection heading on the Teacher Application Menu.

- 2** Press **Enter**.
- 3** The screens associated with the selected programs are displayed. Follow the instructions for the selected program.
- 4** When you have finished running the courseware programs, press **Esc** to return to your Teacher Application Menu.

## Creating an Actual Class

Use the following procedures to create an actual class for your students.

### Add a Class or Group

To add a class and allow students to send messages in class, complete the following steps:

- 1 Press **Ins**. The following screen is displayed:

Class Maintenance-Add A Class  
New Class Information

Class Description.. [ ]

Allow students to send messages when in this class (Y/N/A).. [A]  
(Y = Yes / N = No / A = Administrator's Choice)

[F1]=Help [F10]=Add This Class [Esc]=Exit

- 2 Type your class description at the prompt. The class description may be up to 38 characters in length. Include your name when you type in your class to avoid duplicating another teacher's class description. For example,

English Composition - Mr. Martin

You are prompted if that description already exists. You must use a unique class description. For example, if you teach three Biology classes, distinguish the class descriptions by indicating the class period or time.

**3** Press **Enter**. This moves the prompt to the next field, **Allow Students to Send Messages When in this Class**. This field has three options: **Y**, **N**, and **A**.

- Press **Y** to allow students to send messages in the class.
- Press **N** to prohibit students from sending messages in the class.
- Press **A** to select the network administrator's choice.

The default has been set by the network administrator to either **Y** or **N**. If you want to determine which, contact your network administrator or system operator. Your selection of **Y** or **N** overrides the system selection for this class only.

**4** Press **F10** to add your class with your choice of student message sending. A message is displayed indicating your class has been added.

Type another class description to add another class.

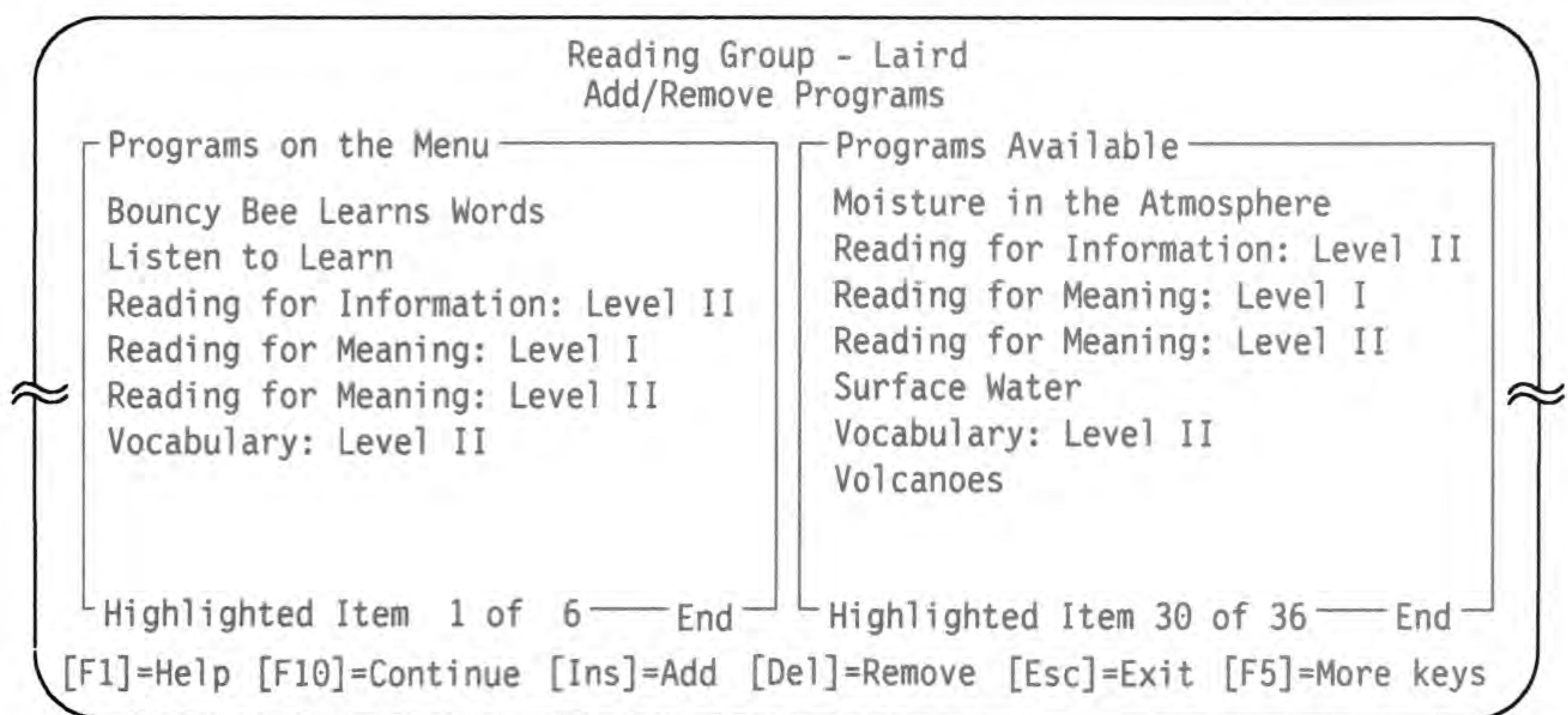
**5** Press **Esc** to return to your list of current classes. You can have up to 26 classes.

**6** To return to the Teacher Main Menu, press **Esc**.

### **Add/Remove Programs in this Class**

This option allows you to select the programs for your class. You also can use this option to remove programs from your class. The programs you select are displayed on the Student Menu for each student in the class.

When you select this option, the following screen appears:



Since your class is new, no programs appear on the left side of the screen. The right side shows the programs available on the network. The Left and Right Arrow keys move the highlight bar between the two lists. The Up and Down Arrow keys allow you to scroll through the programs listed on either side of the screen.

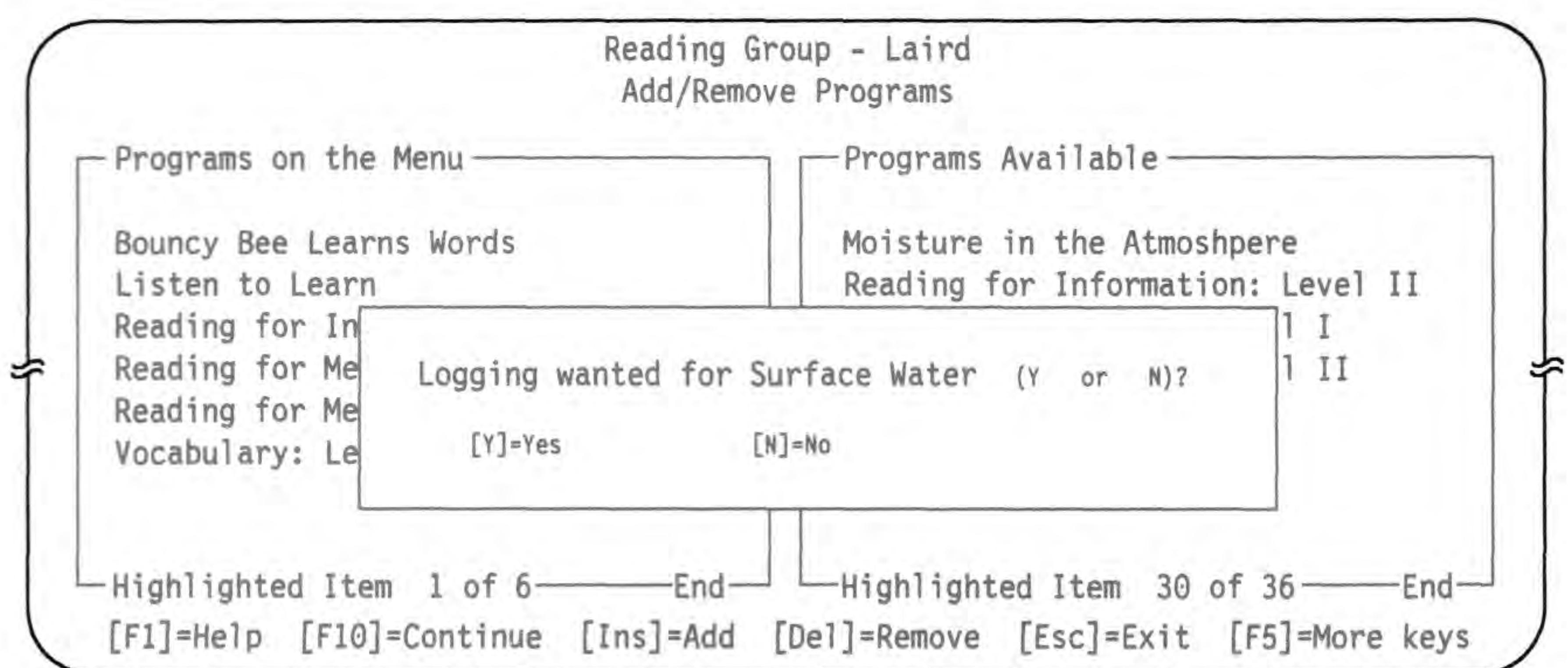
Programs are listed alphabetically. You can type the letter keys (A-Z) to find a program. When you type a letter, you see the program names that begin with that letter.

### Add Courseware Programs

Use Add/Remove Programs in This Class to add courseware programs. Make sure the highlight bar is on the right side of the screen, in the list of available programs. To add programs, complete the following steps:

- 1 Use the Up and Down Arrow keys to place the highlight bar on the name of the program you want to add to your class.
- 2 Press **Ins** to mark the program name you are adding. Repeat these steps to mark any other programs you want to add to your class. You can add up to 12 programs.  
To unmark a program name, place the highlight bar on the marked program and press **Ins** again.
- 3 Press **F10** after marking all the programs you want to add.

**4** The following pop-up screen appears for each program being added:



**5** Enter **N**. We recommend that you do not try to collect log information until you have become very familiar with the program.

The programs you added are displayed on the left side of the screen.

**6** When you have finished adding programs, press **Esc** to stop adding the program to the Class/Group. Press **Esc** to return to the Class Management Menu.

### **Add/Remove Students in this Class**

Select Add/Remove Students in this Class from the Class Management Menu.

Use this option to add or remove students from a selected class.

When you select this option, the following screen appears:

Add/Remove Students - Search Arguments

|              |                        |
|--------------|------------------------|
| Name(s)...[  | ► (Blank = All Names)  |
| Type(s)...[  | (Blank = S and G)      |
| Grade(s)...[ | ► (Blank = All Grades) |

NOTE: Leave all three fields blank and press [F10] to see entire list of Students and Generic Users.

[F1]=Help [F10]=Continue [Esc]=Exit

Use this screen to display a list of students. Use the list to add students to your class. The list can show either all students on the network or a selected portion. For example, if you are creating an eighth grade English class, you can limit your list to just eighth grade students.

When this screen is displayed, the Name, Type, and Grade search fields are blank. Pressing **F10** when search fields are blank displays all the students on the network. You can type information in the fields if you want to search more selectively. For example, if you want to see all the students on the network with last names that begin with G, type **G** in the name field. You can list the students in several grades by entering grade numbers in the grade field. Separate the grade numbers with either a comma or a blank. A help screen, which explains other search characters you can use, is available for each of the search fields. For help, place the highlight bar on the Name, Grade, or Type field and press **F1**.

When you finish typing in the search fields, or if you want to leave them blank, press **F10**.

The list generated by your search arguments appears on the right side of the screen. The information you typed in the search field appears at the top.

The following screen is similar to what you see:

| Biology - Laird<br>Add/Remove Students |              |                   |              |
|----------------------------------------|--------------|-------------------|--------------|
| Students in Class                      |              | All Students      |              |
| GUEST STUDENT                          | (GUEST )     | Fraley, Brad      | (FRALEY )    |
| Harrellson, David                      | (HARRELLSON) | Gray, Peggy       | (GRAY )      |
| Vollmer, Bob                           | (VOLLMER )   | GUEST STUDENT     | (GUEST )     |
|                                        |              | Harrellson, David | (HARRELLSON) |
|                                        |              | Mason, Rick       | (MASON )     |
|                                        |              | Mathur, Neera     | (MATHUR )    |
|                                        |              | Vollmer, Bob      | (VOLLMER )   |

Highlighted Item 1 of 3 — End      Highlighted Item 1 of 7 — End

[F1]=Help [F10]=Continue [Ins]=Add [Del]=Remove [Esc]=Exit [F5]=More keys

Students are listed alphabetically. The left side of the screen displays the students you have already added to your class. The right side shows the names of the students on the network defined by the search field. The Left and Right Arrow keys move the highlight bar between the two lists. Use the Up and Down Arrow keys to scroll through the student names listed on either side of the screen.

To add students to your class, complete the following steps:

- 1 Use the arrow key to move the highlight bar to the right side of the screen. Use the Up and Down Arrow keys to scroll the highlight bar through the list of students. Position the highlight bar on the student name you want to add to your class.
- 2 Press **Ins** to mark the student's name. Mark all the students you want to add. A class can contain up to 50 students.  
To unmark a student name, place the highlight bar on the marked student name and press **Ins** again.
- 3 Press **F10** to add the students to your class. As students are added, their names appear on the left side of the screen.
- 4 Press **Esc** to return to the previous screen.

To remove students from your class, complete the following steps:

- 1 Select a class under the Class and Group Selections heading on the Teacher Main Menu. The Class Management Menu is displayed.
- 2 Select **Add/Remove Students In this Class** from the Class Management Menu. The Add/Remove Students - Search Arguments screen is displayed.
- 3 Press **F10** to see a list of students and generic users.
- 4 Use the Left Arrow key to move to the left side of the screen.
- 5 Use the Up and Down Arrow keys to position the highlight bar on a student or generic user you want to remove.
- 6 Press **Del** to mark the student or generic user you want to remove.  
Multiple students or generic users can be marked by repeating steps 5 and 6.  
Press **Del** again to unmark an item.
- 7 Press **Esc** to return to the Add/Remove Students - Search Arguments screen.  
Press **Esc** again to return to the Class Management Menu.

---

# Teacher Planning Worksheets

The worksheet on this page and the following pages is provided to help you decide which students and programs to include in the classes or groups you are adding to the network.

Remember the following about the IBM Classroom LAN Administration System Version 1.30:

- As many as 26 classes per Teacher ID can be added to the system.
- Class descriptions can be up to 38 characters in length.
- Each class can include as many as 50 students.
- Each class can be assigned a total of 12 programs or special menu items.
- Each student can be enrolled in no more than 26 classes.

| <b>Students - 50 max.</b> | <b>Programs - 12 max.</b> |
|---------------------------|---------------------------|
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| <b>Students - 50 max.</b> | <b>Programs - 12 max.</b> |
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| <b>Students - 50 max.</b> | <b>Programs - 12 max.</b> |
|---------------------------|---------------------------|
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**Notes:**

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## **Appendix C. Additional Program Installation Information**

The IBM Classroom LAN Administration System Version 1.30 lists most of the IBM educational software products. You may, however, find the need to install programs that are not a part of this list. The information in this appendix is intended to help you install programs that are *not* listed.

The most recent IBM Education Family application diskettes include ITEM files. An ITEM file contains information that the IBM Classroom LAN Administration System Version 1.30 uses to run a program. Before creating a new ITEM file, check the directory of the program diskette for a file with an extension of .ITM.

# Program Installation

## Installing Programs Not Listed

If the program you are installing does not appear on the screen displaying the Programs Not Installed list, you must provide all the installation options. These options can be entered on the Installation Options screen of the Install/Remove Programs utility, or placed in an ITEM file on the program diskette or a secondary diskette.

## ITEM Files

An ITEM (.ITM) file is so named because it eventually becomes a single item on an IBM Classroom LAN Administration System Version 1.30 menu. Each menu item consists of a descriptive phrase and a series of one or more commands to be executed if the menu option is selected. By placing an ITEM file on a program diskette, you ensure that the program being installed will be properly described when placed on a menu. You can also ensure that the program will run properly when selected because you are providing the instruction sequence.

## Creating an ITEM file

An ITEM file contains one line, the *item line*. Any ASCII editor, such as EDLIN or *Personal Editor*, can be used to create an ITEM file on a diskette.

The file specification *must* have an extension of .ITM. The filename (the portion before the period (.)) and not including the extension) is used as the program's Program ID. For example, if an ITEM file is named LOGO.ITM, LOGO becomes the Program ID. The item line in the ITEM file on diskette must adhere to the following pattern:

```
? :description^CD\directory^start_instructions^%V%G
```

An item line can be either upper-case or lower-case letters. Following is an explanation of the item line example shown above:

? :

Must be the first two characters of the item line. They indicate that the program description of an item line follows.

#### **description**

Any combination of ASCII characters up to a maximum of 38 characters. This description of the program appears on the student menu and other screens referring to the program.

#### **directory**

The directory in which the program is installed. This should be a subdirectory off the \COURSES subdirectory. The maximum number of characters allowed for this portion of the item line is 38 (including "CD\").

#### **start\_instructions**

The DOS and NetWare commands used to start the program. These commands run when the program is selected from a class/group menu. Each instruction must be separated by a caret (^). A maximum of 190 characters is allowed, including carets. "Program Start Instructions" on page C-6 explains some of the options available for use in Start Instructions.

#### **%V%G**

Must be the last four characters of the item line. This instruction causes the class/group menu to be displayed when the operation of the program ends.

#### **Additional Information**

%V% is a variable that is filled in from the program environment area at run time. It is set to the drive letter of a disk. The instruction %V%G actually reads c:g or d:g which runs a batch file named G.BAT in the RAM disk to display the menu again.

The total number of characters in the item line cannot exceed 225 minus the number of characters in the Program ID (the filename).

### **ITEM File Example**

The following is an example of an ITEM file that could be used for the installation of IBM Logo:

```
?LOGO VERSION 1.0^CD\COURSES\LOGO^ MAP DEL A:  
>NUL^LOGO^H:^MAP A:=H: >NUL <CLSYES^%V%G
```

Here is a closer look at the individual components of the example:

**Program description**

LOGO VERSION 1.0

**Directory**

CD\COURSES\LOGO

**Start Instructions**

MAP DEL A:>NUL^LOGO^H:^MAP A:=H: >NUL <CLSYES

The >NUL makes this command *quiet*; that is, the normally displayed output is eliminated.

MAP DEL A: >NUL

Makes the local, physical drive A available.

LOGO

Starts the *Logo* program.

H:

Makes drive H (the user's home directory on the server) the default drive. This allows the creation of files in the default drive.

MAP A:=H: >NUL <CLSYES

ReMAP drive A to its network drive, H, keep it quiet (>NUL), and answer the MAP command (**Enter** key) from the file CLSYES (<CLSYES).

## **Additional ITEM Restrictions**

All ITEM files must adhere to these restrictions:

- This file must be an ASCII file and can be created by any ASCII editor, such as *IBM Personal Editor* or *EDLIN*.
- The item line must be the first line in the file.
- Use no Carriage Returns (0DH) or Line Feeds (0AH) in the item line, except to terminate the line.
- The file must end with an *end of file* marker: 1AH, or **Ctrl-Z** (^Z).

- The ITEM file can be on either the program diskette or a secondary diskette. If the ITEM file is on a secondary diskette, make sure it is the *only* file on that diskette, since any other files on that diskette are treated as program files and copied to the file server.
- If the ITEM file is on a secondary diskette, make sure this diskette is the first diskette placed into drive A when prompted for diskettes. This must be done since Install/Remove Programs searches the first diskette placed into drive A for the first file with an extension of .ITM. If it is not on the first diskette placed into the drive, the Installation Options screen is not filled in with the appropriate options.

## Program Start Instructions

The following sections contain information about the program start instructions in an item line. You may need to include some of these instructions to enable a program to run properly on the network. These optional commands can be placed in the program start instructions of the item line.

### Restrictions

Some commands cannot be used to start a program on the IBM Classroom LAN Administration System Version 1.30. Be careful not to include any of the following commands in the program Start Instructions:

- IF EXIST
- GRAPHICS.COM (which is already loaded into memory)
- Batch files cannot be used (files with an extension of .BAT)

### Using the Physical Drive A

Creating files on local diskettes saves storage space on the network server. Drive B should be used when a workstation diskette drive is needed. However, you may encounter programs that require a physical drive A. If you do, follow the instructions in this section.

Students and teachers normally have their A drive assigned, or MAPped, to drive H, also referred to as the home directory. For example, drive H for a student with a user ID of FRED would be mapped to the subdirectory \STUDENTS\FRED\_\_\_\_\_. Drive H for a teacher with a user ID of JONES would be mapped to \TEACHERS\JONES\_\_\_\_\_.

To map drive A back to the local physical drive A, you must include the following NetWare command as part of the program Start Instructions in the ITEM file:

MAP DEL A: >NUL

This causes drive A to be mapped to the local drive. (See "Quiet Batch Commands" on page C-7 for an explanation of the >NUL.)

If this is done, drive A should also be remapped to network drive H after the program has completed. This is done by placing the following command in the program Start Instructions *after* the actual command that starts the program:

MAP A:=H: >NUL <CLSYES

(See "Quiet Batch Commands" for an explanation of <CLSYES.)

## Running from a Different Drive

When running a program, the default drive is the user's home directory. To save data to a diskette drive, make drive B the default drive. Changing to drive B gives the user the ability to Write/Create to a diskette on the local drive B.

The characters ?: in the start instructions are replaced with the drive letter of the network drive where the program files are installed. This is useful for programs that need to have their files on the current drive.

## Quiet Batch Commands

Displayed output, such as that produced by COPY, DIR, or MAP, can be eliminated, or made *quiet* by redirecting output to NUL. For example, the MAP command produces output to the screen. The output can be redirected to NUL, causing the output from the MAP command to be discarded, by doing the following:

MAP INSERT S3:=. >NUL

Input can also be redirected. For example, MAPping a local drive to a network drive normally requires input from the user. A response of Y followed by Enter (Carriage return, Line feed) is the usual response. A special file is included in IBM Classroom LAN Administration System Version 1.30 to replace the input. The file is named CLSYES and can be used in the following manner:

MAP A:=H: >NUL <CLSYES

## **CONFIG.CLS File**

### **Purpose**

Special batch processing can be performed when installing programs. Examples of this are the following:

- Creating special subdirectories
- Calling executable files to perform some sort of initialization

All the special activities can be performed by creating a batch file that contains DOS or NetWare commands. This file must be named CONFIG.CLS. It can be placed on the program diskette or on a secondary diskette. If this file is on a secondary diskette, the diskette must contain only the CONFIG.CLS file.

The Install/Remove Programs utility stops once a program that is being installed is identified as having the CONFIG.CLS file, and a network administrator has indicated that there are no more diskettes to install. After all program files, including CONFIG.CLS, are copied to the server, Install/Remove Programs stops and the batch commands in the CONFIG.CLS file are processed. When all batch commands have been performed, the Network Administrator Main Menu is displayed.

### **Example**

Suppose a program contains a subdirectory off the root directory on the program diskette. To run the program, the files in this subdirectory must be copied to a subdirectory of the directory where the program files are located.

Running the Install/Remove Programs utility only copies the files in the root directory of the program diskette(s) to the program directory of the server. Therefore, the CONFIG.CLS file should be used to perform all "extra" program installation.

You need to create a file named CONFIG.CLS and place it either on the program diskette or on a separate diskette. If the file is placed on a separate diskette, it is inserted as one of the program diskettes during the Install/Remove Programs utility.

A CONFIG.CLS file that copies all the files from the diskette's subdirectory SUBDIR1 into a similar subdirectory of the server's program directory looks like the following:

```
MD SUBDIR1
CD SUBDIR1
COPY A:\SUBDIR1\*.*
```

At the completion of the Install/Remove Programs utility, the default directory is the directory into which the program files have been copied. Therefore, the first instruction (MD SUBDIR1) creates a subdirectory off the program directory at the server named SUBDIR1.

The second instruction (CD SUBDIR1) makes this newly created subdirectory the current subdirectory on the server.

The last instruction (COPY A:\SUBDIR1\\*.\* ) copies the files from the program diskette subdirectory SUBDIR1 to the server subdirectory named SUBDIR1.



---

## **Appendix D. Program Information Guide**

This appendix provides information to help you write and select programs that operate properly with the IBM Classroom LAN Administration System Version 1.30. Specific product information about some IBM education software is also provided.

## Characteristics of Compatible Programs

For an application to run under the IBM Classroom LAN Administration System Version 1.30, it must adhere to the following constraints and should have the following characteristics:

- Should not require a system reset (**Ctrl + Alt + Del**) to terminate
- Must be DOS-compatible
- Should not be hard-coded to any specific drive or directory
- Should not modify a file on the program diskette, but instead create the file on the default drive at run-time and then perform its modification
- Should do all file create/write operations to the default drive, or allow the specification of the drive for create/write operations
- Should not require users to press **Ctrl** and **Esc** simultaneously
- Should not modify the Interapplication Communication Area (0000:04F0H through 0000:04FFH) without resetting the area's original values

## Generic Runtime Information

### Exiting a Program

When running a program under the IBM Classroom LAN Administration System Version 1.30, use the normal exit (logout) for that program rather than a system reset (**Ctrl + Alt + Del**).

During the installation of a program, a number of licenses are set. This indicates the number of users who can simultaneously run that program. If a system reset is used to exit the program, the total number of licenses is reduced by one. Every time this occurs, one less user is able to start that program. Only when all users have finished using the program does the number of licenses reset to the original value.

### G.BAT and TEMP.BAT

Some programs write files or modify existing files during their normal operation. Word processors and editors, for example, allow the modification of files as part of their normal function. There are two IBM Classroom LAN Administration System Version 1.30 files, G.BAT and TEMP.BAT, that *must not be modified*. These two files appear on the *first logical drive* of each workstation. The designation of the first logical drive varies with the configuration of the workstation. Use the following table to determine the first logical drive designation.

| Workstation Configuration | First Logical Drive |
|---------------------------|---------------------|
| No fixed disk             | C                   |
| One fixed disk            | D                   |
| Two fixed disks           | E                   |

### Home Directory

Drive H is the designation of the user's own private directory and is referred to as the home directory. The user has all privileges in this directory (Read, Write, Create, Modify). Files should always be created in the home directory. Teachers, generics, office personnel, and students have drive A mapped to the home directory.

## Specific Program Information

### Basic Skills Series

For the "Activities Mastered/Completed Report" and the "Class Summary Report," the IBM Classroom LAN Administration System Version 1.30 reports all the information available from each Basic Skills program. All Basic Skills programs provide the names of the program, student, and class in their reports. Not all Basic Skills programs, however, report information in all categories. The following table lists the Basic Skills programs that provide incomplete information. The Xs indicate the information that each of these programs does consistently provide.

### Class Reporting Options - Deviations

| Program series                | Unit<br># Name | Lesson<br># Name | Activity<br># Name | Mastery | Score |
|-------------------------------|----------------|------------------|--------------------|---------|-------|
| Combining<br>Sentences        | X X            | X X              |                    |         | X     |
| Math Concepts                 | X              | X                | XX                 | X       | X     |
| Geometry                      | X              | X                | X                  |         | X     |
| Math Practice                 | X              | XX               | X                  | X       | X     |
| Parts of Speech               | XX             | X                | X                  |         |       |
| Punctuation                   | XX             | XX               | X                  |         |       |
| Reading for<br>Information    | X              | XX               | XX                 |         | X     |
| Reading for Meaning           | X              | X                | X                  |         | X     |
| Spelling                      | X              | X                | XX                 |         | X     |
| Touch Typing for<br>Beginners | X              | X                | XX                 | X       |       |
| Vocabulary                    | X              | XX               | XX                 | X       | X     |

### The IBM Basic Skills Key Guide

The IBM Classroom LAN Administration System Version 1.30 provides a *key guide* program which eliminates the need for keyboard overlays. When using a Basic Skills Series program, hold down **Alt** and press the **Spacebar** to display additional keyboard information.

## **Bouncy Bee Learns Letters and Bouncy Bee Learns Words**

The first choice from the *Bouncy Bee* menu allows the addition of names to a group/class. Teachers have write privileges and can use the first selection, while students cannot. Students can, however, run all other parts of *Bouncy Bee*.

When the first selection is used, certain information is recorded in the file DATAFILE and stored for future use.

Since DATAFILE is a file on the *Bouncy Bee* program diskette, it is copied to the server into a directory with restricted privileges for students. All program files are copied to a directory on the server that does not allow students to have write privileges. Therefore, students cannot make modifications, such as adding a name to this file.

## **Listen To Learn**

This program can be installed under the IBM Classroom LAN Administration System Version 1.30 in either of two ways:

- Students and teachers are allowed to save files to a local (physical) drive:

This method can be accomplished by installing only the program and not the file diskette during the Install/Remove Programs Utility from the network administrator's menu. The advantage is that students are able to save their own files on a diskette and preserve space on the server's fixed disk.

- Teachers, but *not* students, are allowed to save files on the server:

This method is accomplished by installing both the Program and Files diskettes during the Add/Remove Programs function from the network administrator's menu.

A special file named CATFILE.TXT is located on the Files diskette. *Listen To Learn* searches for this file and modifies it once it is found. Since this file is copied to the server during program installation, students cannot change this data file, although teachers can.

This method allows teachers to create and save files that all students can use.

*Listen to Learn* uses synthesized speech. Each workstation must have its own speech device or adapter. Any device driver required for the particular device or adapter must be initialized from DOS before *Listen to Learn* can "speak" on the network. This must be done at each workstation where *Listen to Learn* is used.

## **Missing Letters**

*Missing Letters* requires a special installation procedure. After installing *Missing Letters* under the network administrator's Install/Remove Programs utility, a message is transmitted and the special processing occurs.

Teachers are allowed to save stories and customize passages, while students are not. This product saves all stories to the \ML\PASSAGES subdirectory. Once *Missing Letters* is installed under IBM Classroom LAN Administration System Version 1.30, students have no write privileges to this area of the directory.

If *Missing Letters* was installed and you upgraded from IBM Classroom LAN Administration System Version 1.11 to IBM Classroom LAN Administration System Version 1.30, the start instructions for *Missing Letters* must be modified. To do so, log into the network as a network administrator, select *Modify Program Installation Options*, and complete the following steps:

- 1** Select *Missing Letters* from the list of installed programs.
- 2** Move the highlight bar to the Start Instructions field.

- 3 Press **Ins** and add the following to the beginning of the start instructions:

?:<sup>^</sup>

- 4 Press **F10** to change the files that use the start instructions. After the files have been changed, the question mark you typed is replaced by the letter of the drive where *Missing Letters* is located.

## Private Tutor

### Important Information

Teachers who register courses with the Reporter Program should contact their IBM representative before using this function.

- *Private Tutor* must be installed before any *Private Tutor* courses can be run.
- *Private Tutor* courses must be installed to a subdirectory of the directory in which *Private Tutor* is installed.
- Students must provide the drive letter where courses are installed. This drive corresponds to the volume in which the course was installed by the network administrator (X: for the first volume, W: for the second volume, and V: for the third volume). Therefore, any teacher who includes a *Private Tutor* course in a class/group must be told by the network administrator the drive where the course has been installed.
- Teachers who use the Author and Preparer Programs should use drive A or H (their private drives) to create their lessons.
- Users at single-drive workstations should disregard messages about switching diskettes.
- Students should ignore the lesson named *DUMMY* when choosing a lesson.

- To replace *Private Tutor 2.00* with *Private Tutor 2.01*, the network administrator must do the following:
  - 1 Remove the VARS file from all of the teacher and student home directories.
  - 2 Follow the directions in “Install Program Updates” on page 4-25.

## Teacher's Quiz Designer

*Teacher's Quiz Designer* helps teachers create, administer, and grade quizzes. In addition, the program keeps track of students' scores and averages.

Teachers and students must observe the following rules to run *Teacher's Quiz Designer* under the IBM Classroom LAN Administration System Version 1.30:

- Teachers must use the following method to add the *Teacher's Quiz Designer* program to a class:
  - 1 Create a class.
  - 2 Add only the *Teacher's Quiz Designer* program to the class.
  - 3 Add only one student ID to the class. Make sure the student ID is no longer than six characters.
- Before running *Teacher's Quiz Designer*, the teacher and the students in the class must use the *same* student ID to log into the network.
- Students cannot perform teacher functions even though they use the same student ID as the teacher. Teacher functions are protected by the *Teacher's Quiz Designer* password.
- When the program prompts for a user name, each user must enter his or her own name.
- To prevent students from getting early access to tests, teachers can select the Lock option at Test Level 2.
- Students get the following error message if they finish a test and try to save their answers simultaneously:

Device error  
Press R/C (Retry/Cancel)

To record their test answers, students must press **R** each time the error message appears.

## Appendix E. Using a Host/Network Interface

### Before You Begin

Before you attempt to use the IBM Classroom LAN Administration System Version 1.30 with a host computer such as an IBM System/36 or System/38, be sure you understand the following:

- How to connect your host computer to the network
- How to use your host computer and its communication software
- How to use DOS batch files and directories

Information about specific host computers and network interfaces is beyond the scope of this manual. For specific information, refer to the documentation for your host hardware and software.

The Administrator and System Operator Main Menus contain options that allow you to use a host computer in conjunction with the network. The options allow you to do the following:

- Invoke a host session.
- Collect a summary of student activity data and save it in an ASCII file for transfer to a host.

Refer to Chapter 4, "Network Administrator's Guide," and Chapter 3, "System Operator's Guide," for illustrations of the menu selections.

In addition to the two menu options, you can run the following functions using a host or personal computer batch file:

- Add user IDs to the network.
- Delete user IDs from the network.
- Advance students' grade level on the network.
- Collect student logs from the network.

The following sections explain how to implement these functions.

## Starting a Host Session

Choose Start a Host Session from either the Administrator or System Operator Main Menu to run a batch file named CLSHOST.BAT located in \PUBLIC. In its default form, this file contains information about how the option works. To start a host session from the network, replace CLSHOST.BAT with a different CLSHOST.BAT that contains the instructions required to access your host computer.

This provides one set of instructions that can be used by the system operator and all the network administrators on the network. You may want to keep a personalized CLSHOST.BAT in your private directory on drive H for your own use.

## Adding Network User IDs During a Host Session

User IDs can be added to the network without using the network menus. If your network is attached to a host system, you can create a file of user IDs on the host and transfer the file to the network. The student information in the file is automatically added to (or deleted from) the network. Use the following procedure to add user IDs during a host session:

- 1 Create a file of user IDs to be added to the network. Although only the user's name is required, it is recommended that you provide as much information as you can. This file must be created in the following format:

```
UserID:fraley  Name:Fraley,Brad  Type:S  Grade:8
Name:Bearman,Rob  Grade:2
UserID:hyde  Name:Hyde,Don  Type:A  Password:Summer
UserID:rodriguez  Name:Rodriguez, Maria  Type:T
Name:Harrellson, David  Grade:3
Name:Mason, Rick
Name:Lee, Robert  Type:0
```

User IDs are generated automatically if they are not specified in the input file. For more information about the format of this file refer to "Create a File to Add New User IDs" on page 4-39.

2 Create a DOS batch file that contains commands to do the following:

- a. Transfer the file of user IDs from the host to the network. Refer to the documentation for your emulator program for further information.
- b. Change to drive X:.
- c. Run the utility, CLSGENID, which adds user IDs from a file. Use the following format:

CLSGENID %G% %D% \_ /F=input\_file

where:

CLSGENID

This is the name of the utility which adds user IDs.

%G% %D%

Use these variables as shown. The information is filled in by DOS from the current environment variables G and D. G is the group of the user running the program and D is the *padded ID* of the user running the program.

\_ (underscore)

This is the character used to *pad* user IDs to 10 characters.

/F=input\_file

This parameter indicates the name of the input file, and allows you to run the utility from batch without any action from the user.

When the process is complete, the program returns to DOS.

## Removing Network User IDs During a Host Session

To remove user IDs during a host session, follow the procedure for adding IDs with these exceptions:

### 1 Use this command:

CLSDELID %G% %ID% \_ /F=input\_file

where:

CLSDELID

This is the name of the utility that removes user IDs.

%G% %ID%

Use these variables as shown. DOS fills in %ID% with the current user's ID.

\_ (underscore)

This is the character used to *pad* user IDs to 10 characters.

/F=input\_file

This parameter indicates the name of the input file, and allows you to run the utility from batch without any action from the user.

### 2 Only the user's name needs to be specified in the *input\_file* when removing files. It is recommended that you specify the user ID, if you have that information. User IDs which cannot be removed are indicated both on the screen and on a printout automatically generated on the network printer.

## Advancing Students' Grade Level During a Host Session

Grade levels can be advanced without using the network menus. If your network is attached to a host system, you can create a file of students to be advanced on the host and transfer the file to the network. The students listed in the file are automatically advanced on the network. Use the following procedure to advance students' grade levels during a host session:

- 1 Create a file of students to be advanced. Although only the student's user ID is required, it is recommended that you also provide the student's current (not promoted) grade level, if possible. This file must be created in the following format:

```
USERID:GEHRING  GRADE:10
USERID:LORI
USERID:NICOLE  GRADE:1
GRADE:1  USERID:Chris
USERID:MARKG
```

If the network currently does not have a grade level for a User ID and one is not provided in this file, then the user will not be advanced.

- 2 Create a DOS batch file that contains commands to do the following:
  - a. Transfer the file of user IDs from the host to the network. Refer to the documentation for your emulator program for further information.
  - b. Change to drive X:.
  - c. Run the utility, CLSGRAD, which advances the student's grade level.

Use the following format:

```
CLSGRAD /s=users_file /f=input_file
```

where:

CLSGRAD

This is the name of the utility that advances students' grade levels.

/s=sys:\Admin\allusers.cls

This parameter indicates the name of the file that contains the list of users on the network.

`/f=input_file`

This parameter indicates the name of the input file, and allows you to run the utility from batch without any action from the user.

When the process is complete, the program returns to DOS.

## Collecting Student Logs from the Network

Use the Format Log Data for Host option on the Administrator or System Operator Main Menu to capture student log information in a fixed-field ASCII text file with a fixed record length of 291 positions. This option accesses a file called CLSLOGUP.EXE in the \ADMIN subdirectory. This program can also be run from the host system.

The program which does the collecting prevents duplication of data already collected and separates each student's log record with a carriage return/line feed sequence.

The program collects the student log data in a file called CLSLOGUP.LOG unless you specify a different name, path, or drive. The collected data can be transferred to a host using a batch end or written directly to a virtual disk. The batch file you create should erase or otherwise dispose of previously transferred log data stored on the network. If the filename already exists, the program appends the new data to the file the next time student logs are collected. You have the option of collecting all existing logs or just the ones not previously collected. The Collect Student Logs option does not affect the individual teacher's ability to review student logs.

## Field Identifiers

### Additional Information

These abbreviations are used in the following table:

**A** Any alphanumeric character or a space

**AS** Any ASCII character

**AN** Any ASCII number padded with spaces to the right of the number

After they are collected, the student logs are put in a file called CLSLOGUP.LOG, unless a network administrator or the system operator chooses a different file. A screen prompts the user for this information and also gives the user the option of collecting all logs or just the ones that were not previously collected. Teachers can still review students' log files. The default for each field is Hexadecimal 20 (blank). Here is the standard format of that information:

| Field Name    | Size (Bytes) | Type |
|---------------|--------------|------|
| Teacher ID    | 10           | AS   |
| Class ID      | 6            | AS   |
| Student ID    | 10           | AS   |
| Year in       | 4            | AN   |
| Month in      | 2            | AN   |
| Date in       | 2            | AN   |
| Hour in       | 2            | AN   |
| Minute in     | 2            | AN   |
| Year out      | 4            | AN   |
| Month out     | 2            | AN   |
| Day out       | 2            | AN   |
| Hour out      | 2            | AN   |
| Minute out    | 2            | AN   |
| Unit id       | 5            | AN   |
| Lesson id     | 5            | AN   |
| Activity id   | 5            | AN   |
| Level #       | 5            | AN   |
| Sub-activ 1   | 5            | AN   |
| Sub-activ 2   | 5            | AN   |
| Sub-activ 3   | 5            | AN   |
| Maximum score | 5            | AN   |

| Field Name           | Size (Bytes) | Type |
|----------------------|--------------|------|
| Number right         | 5            | AN   |
| Number wrong         | 5            | AN   |
| Number of helps      | 5            | AN   |
| Number of skips      | 5            | AN   |
| Number of repeats    | 5            | AN   |
| Number of backs      | 5            | AN   |
| Time within activity | 5            | AN   |
| % correct            | 3            | AN   |
| % for mastery        | 3            | AN   |
| Flag: complete       | 3            | AN   |
| Flag: lesson mode    | 3            | AN   |
| Program description  | 35           | AS   |
| Program name         | 25           | AS   |
| Activity name        | 25           | AS   |
| Lesson name          | 25           | AS   |
| Unit name            | 25           | AS   |
| School ID            | 8            | A    |
| School region        | 3            | AN   |
| School state         | 3            | AN   |
| School district      | 5            | AN   |

In the file of collected student data, the end of each log record is indicated by a "\$" (hexadecimal 24) followed by a carriage return and line feed (hexadecimal 0D 0A).

## Collecting Student Logs During a Host Session

To collect student logs during a host session, issue one of the following commands either from a batch file or at the DOS prompt:

`CLSLOGUP /F=file_name [/A]`

**or**

`CLSLOGUP /FF=file_name [/A]`

**where:**

`CLSLOGUP`

This is the name of the utility that collects student logs.

**/F=file\_name**

This parameter sends student log records to an output file and allows the utility to run without user interaction. If you use this parameter, specify the name of the output file for student log records.

For example, if your output file is called MYLOGS, let /F=MYLOGS.

**/FF=file\_name**

This parameter also sends student log records to an output file and allows the utility to run without user interaction. If you choose this parameter, do the following:

- 1** Create a one-line file that lists the output file for student log records.
- 2** Use the one-line file as the *file\_name*.

For example, suppose you create a one-line file called ONELINE that lists the output file MYFILE. Let /FF=ONELINE.

**[/A]**

You can use this parameter to send *all* student log records to the output file. If you omit this parameter, only the new student log records go into the output file.

## **Program Installation During Host Session**

Programs can be installed on the network without using the network menus. If your network is attached to a host, you can install a program with files residing on the host. Use the following procedure to install programs during a host session:

Create a DOS batch file that contains the following commands:

```
CD P:\COURSES
CLsappl SYS:ADMIN SYS:ADMIN 16 CONFIG.CLS /P0=P|0
  /IR=IK|IU /PATH=input_path
  [/DIR=dir_path]
  [/DESC=prog_desc]
  [/L=license_ct][/V=vol_num]
IF NOT ERRORLEVEL 16 GOTO DONE
COPY CONFIG.CLS CONFIG.BAT >NUL
COMMAND /C CONFIG
:DONE
```

**The second command of this batch file, beginning with CLSAPPL and ending with [/V=vol\_name], must be contained all in one line.**

The only call in the batch file that is important to you is the call to the CLASPPL program. The following is a description of the parameters that you must send to the CLSAPPL module:

**CLSAPPL**

This is the name of the utility which installs programs. Running this program with the special parameters that are described here will cause the program to run with all screen output suppressed and require no user interaction.

**SYS:ADMIN**

This is an internal string used in the utility.

**SYS:ADMIN**

This is an internal string used in the utility.

**16**

This is an internal variable used by the utility.

**CONFIG.CLS**

This is the name of the special configuration file supported by the system. See Appendix C, "Additional Program Installation Information," for an explanation of this file.

**/PO = P|O**

This flag indicates whether you want to install a Program (Courseware) or an Office Application. To install a Program (Courseware), use the following syntax:

`/PO=P`

To install an Office Application, use the following syntax:

`/PO=O`

This flag must be present to install programs without user interaction.

#### **/IR=IK|IU**

This flag indicates whether you want to install a "known" or "unknown" program. A known program is one that is in the list of "Programs Not Installed" when running the Install/Remove a Program module from a menu. An unknown program is one that is not on the list of "Programs Not Installed." To install a known program, use the following syntax:

`/IR=IK`

To install a program as an unknown program, use the following syntax:

`/IR=IU`

This flag must be present to install programs without user interaction.

If you install a program as an unknown program, you must have an ITEM (.ITM) file on the program diskette (drive and directory). See Appendix C, "Additional Program Installation Information," for an explanation on the creation of an ITEM file.

#### **/PATH = *input\_path***

This flag indicates the input drive and directory specification of where the program files can be found. For example, to install a program from drive A:, use the following syntax:

`/PATH=A:`

This flag must be present to install programs without user interaction.

**/DIR = *dir\_path***

This flag indicates the directory specification of where the program should be installed on the server, such as the program directory. For example, to install a program to the subdirectory \COURSES\EXAM, use the following syntax:

`/DIR=\COURSES\EXAM`

This flag is optional. If the flag is not present and you are installing a known program, the directory identified by the system will be used for the program directory. If the flag is not present and you are installing an unknown program, the directory identified in your .ITM file will be used for the program directory.

**/DESC = *prog\_desc***

This flag provides the program description of the known program you are installing. This description must match a program description in the list of Programs Not Installed. Enclose the description in single quotation marks. The description must begin and end with a single quotation mark (''). For example, if you are installing "Math Concepts - Level I," use the following syntax:

`/DESC='Math Concepts - Level I'`

This flag must be present to install a known program without user interaction. If you are installing an unknown program, this flag should not be present.

**/L = *license\_ct***

This flag indicates the number of licenses you have for the program you are installing. For example, to indicate two licenses, use the following syntax:

`/L=2`

This flag is optional. If this flag is not provided, the number of licenses is assumed to be one.

**/V=vol\_num**

This flag indicates the volume where you want the program installed on the network.

The *vol\_num* parameter identifies which volume number on which you want the program to be installed. Set *vol\_num* to 1 to install on the first volume (SYS:), 2 for the second volume, or 3 for the third volume.

For example, to install a program on the first volume (SYS:), use the following syntax:

`/V=1`

This flag is optional. If this flag is not provided or the *vol\_num* parameter is not valid, the program will be installed on the second volume on multi-volume systems, or SYS: on single-volume systems.



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## **Appendix F. Standard Log Record for Applications**

This appendix describes the standard format of information that application developers can use to generate the various reports kept by IBM Classroom LAN Administration System Version 1.30. This information is provided so that programmers and educational software designers can create or modify software that uses the record-keeping functions of the IBM Classroom LAN Administration System Version 1.30.

The *Standard Log Record* (SLR) is the IBM Classroom LAN Administration System Version 1.30's way of collecting data for student logs which can be viewed or printed. The student logs contain information such as students' use of educational software and their scores. See Chapter 7, "Teacher's Guide," for more information about the variety of records that can be collected by IBM Classroom LAN Administration System Version 1.30.

## Standard Log Record

To use the reporting capabilities of IBM Classroom LAN Administration System Version 1.30, the educational software must generate information about a student's activity. The particular format for the information is called a *Standard Log Record (SLR)*. Two parts, the *record header* and the *record grouping*, comprise an SLR. The IBM Classroom LAN Administration System Version 1.30 supplies the record header. Your educational software must supply the record grouping. This section of the appendix details both the mandatory information that must be generated as well as the optional information that you can provide.

The information from your educational software must be created and written to a file called CLSCLASS.LOG on drive H:, the user's default drive. The record header supplied by the IBM Classroom LAN Administration System Version 1.30 is combined with your file, CLSCLASS.LOG, to form a complete record of a student's activity with your educational software. The CLSCLASS.LOG file acts as a communication mechanism between the IBM Classroom LAN Administration System Version 1.30 and your educational software.

### Record Header

Contains data fields common to all log records. These fields include such information as record length, program identification, start/stop data, and program description.

### Record Grouping

Contains the log data particular to the educational software from which it came as well as information about a student's activity. *Grouping A* must provide mandatory information, while *Grouping B* contains optional data of a standard format. There can be many record groupings attached to a single header. Each record grouping contains a *grouping identifier* and data of variable length. The length of the data is indicated in the Field Length field. The tables on the following pages illustrate the SLR contents in detail.

The following information gives more detail about some new record types that have been added to IBM Classroom LAN Administration System Version 1.30.

## Partners

Record type 28H allows the data resulting from the use of an educational software to be shared among two or more users ("Partners"). This data, sent to the Standard Log File, is shown in the Parent, Mastery, and Summary reports. (See the table for "Grouping B - Optional Data" on page F-14.)

## Bookmark

Record types 30H and 31H allow the underlying system, IBM Classroom LAN Administration System Version 1.30, to get and set bookmarks for students in a class or grouping. (See the table for "Grouping B - Optional Data" on page F-14.)

A new function, Set Bookmark for Programs, is provided on every teacher's Class Management Menu. This function will give the teacher the capability to set program bookmarking information for students in the teacher's class. Refer to "Set Bookmark for Programs," for additional information on the bookmark function.

Educational software that makes use of this function must contain a pound sign (#) as the second character in the ITEM file on the program diskette. This character will signify to IBM Classroom LAN Administration System Version 1.30 that this educational software follows the IBM Classroom LAN Administration System Version 1.30's bookmarking guidelines. Educational programs that have a pound sign (#) in their ITEM files will be listed under the new function, Set Bookmark for Programs, under each Class Management Menu for each teacher's class.

IBM Classroom LAN Administration System Version 1.30 requests data from your educational software by creating a CLSCLASS.LOG file on drive H: with certain records in the file. The educational software responds by creating a new CLSCLASS.LOG file on drive H: that contains other records that are a response to the original request from IBM Classroom LAN Administration System Version 1.30. The educational software finding CLSCLASS.LOG in the default directory at program start time should do the following:

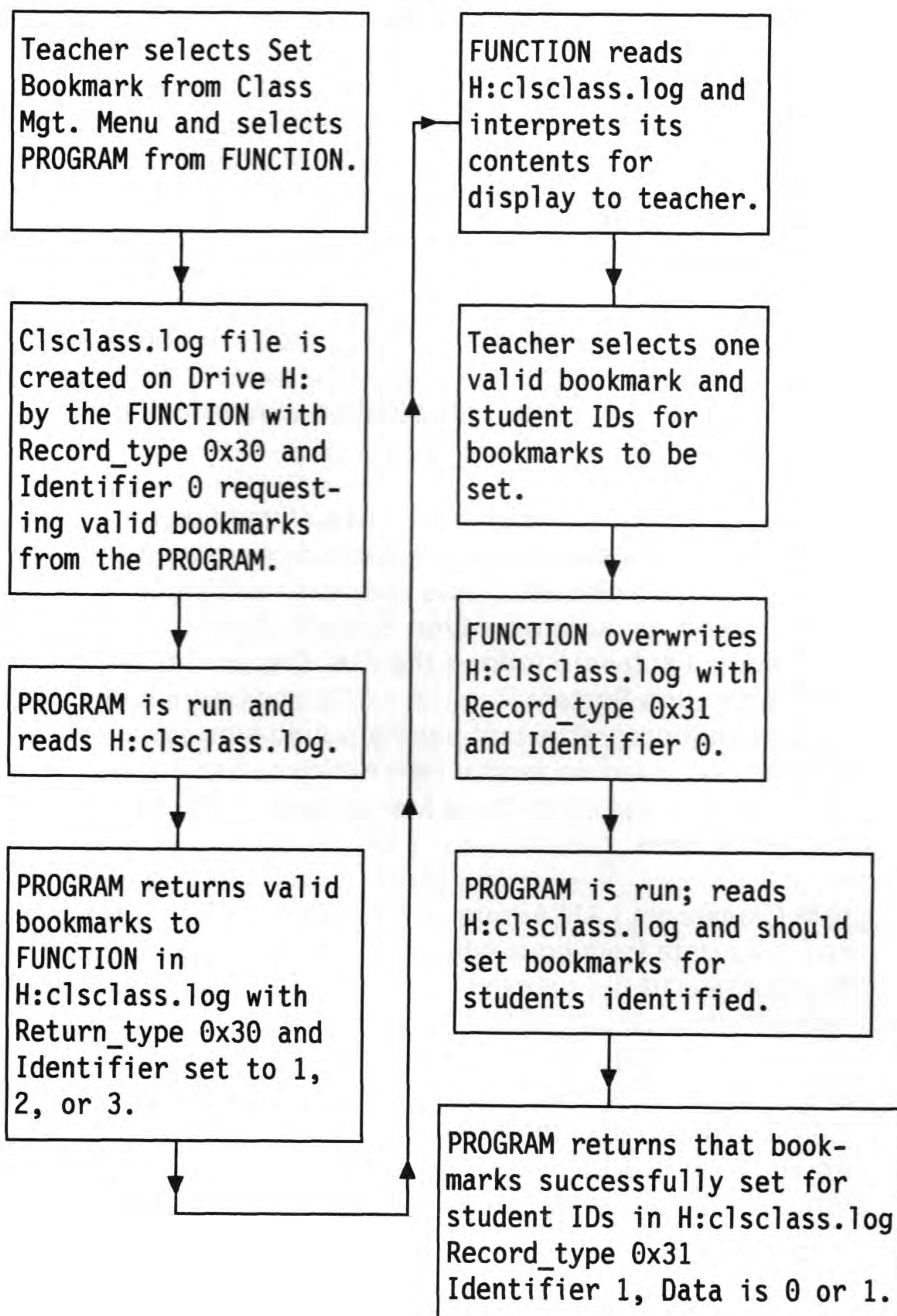
- Create only an output CLSCLASS.LOG and return immediately to the operating system
- Should not make any changes to the screen

## Flow of the IBM Classroom LAN Administration System Version 1.30 Set Bookmark for Programs Function

The following flowchart shows the flow of the Set Bookmark for Programs function.

**FUNCTION** = Set Bookmark for Programs

**PROGRAM** = Your educational software



### **Get Valid Bookmarks (30H)**

This record type allows the Set Bookmark Function the ability to ask for and receive the set of valid bookmarks the educational software supports.

**Description:** A request is made to the educational software to return the set of valid bookmarks. The bookmarks can be returned in two forms, either the list of valid bookmarks only or the list of valid bookmarks with a textual description. When this data is returned to the Set Bookmark function, the bookmarks are displayed for the teacher and are available for selection. The following description of Get Valid Bookmarks shows the record in CLSCLASS.LOG upon input to the educational software, as well as the record in CLSCLASS.LOG created by the educational software that contains the list of valid bookmarks.

| Record Type | Length  | Identifier | Data    |
|-------------|---------|------------|---------|
| Integer     | Integer | Char       | VarChar |

- Record Type = Integer 0x0030
- Length = Integer count for sum of the number of characters in the Identifier and Data fields
- Identifier = One byte field that can take on the following values:
  - Identifier field = 0 - Get valid bookmarks

This is a request from the Set Bookmark function to the educational software to return a set of its valid bookmarks.

- Length = Integer 0x0001
- Data

There is no data for Identifier 0.

- An example of the contents of CLSCLASS.LOG would be as follows:

| Rec   | Len   | ID   |
|-------|-------|------|
| Type  |       |      |
| 30 00 | 01 00 | 00   |
| Int   | Int   | Char |

Request to the educational software to return a listing of all valid bookmarks.

- Identifier field = 1 - Return all valid bookmarks without descriptions

This is a reply by the educational software to the Set Bookmark function that returns a listing of all valid bookmarks that can be used to set a user's starting point.

- "C" language example of the structure declaration for a bookmark record:

```
struct BOOKMARK_RECORD {  
    char unused;  
    char unit;  
    char lesson;  
    char activity;  
};
```

- Length =

```
(sizeof(struct BOOKMARK_RECORD) *  
number of valid bookmarks listed in Data) + 1.
```

- Data = listing of all valid bookmarks

- Example:

| Rec   | Len   | ID    | Data                          |
|-------|-------|-------|-------------------------------|
| Type  |       |       |                               |
| 30 00 | 11 00 | 01 00 | 00 00 00 00 00 00 01 00 00 01 |
| 00 00 | 00 00 | 00 01 |                               |

The educational software's legal bookmarks of 0-0-0-0, 0-0-1-0, 0-1-0-0, 0-0-0-1

- Identifier field = 2 - Return all valid bookmarks with descriptions

This is a reply by the educational software to the Set Bookmark function that returns a listing of all valid bookmarks along with associated textual description of the bookmark that can be used to set a user's starting point.

- Length =

(sizeof(struct BOOKMARK\_RECORD) \*  
number of valid bookmarks listed in Data) +  
total length of each textual description including  
NULL terminator + 1.

- Data

The data will be grouped into pairings of a legal bookmark followed immediately by an ASCII Z textual description including the NULL terminator.

- Example:

| Rec  | Len | ID | Bookmark | F  | i    | r        | s  | t  | L  |    |    |    |    |    |    |
|------|-----|----|----------|----|------|----------|----|----|----|----|----|----|----|----|----|
| Type |     |    |          |    |      |          |    |    |    |    |    |    |    |    |    |
| 30   | 00  | 22 | 00       | 02 | 00   | 00       | 00 | 46 | 69 | 72 | 73 | 74 | 20 | 4C |    |
| e    | s   | s  | o        | n  | null | Bookmark | L  | a  | s  | t  | L  |    |    |    |    |
| 65   | 73  | 73 | 6F       | 6E | 00   | 00       | 01 | 00 | 00 | 4C | 61 | 73 | 74 | 20 | 4C |
| e    | s   | s  | o        | n  | null |          |    |    |    |    |    |    |    |    |    |
| 65   | 73  | 73 | 6F       | 6E | 00   |          |    |    |    |    |    |    |    |    |    |

The educational software's legal bookmarks of 0-0-0-0 with the associated description of First Lesson and 0-1-0-0 with the associated description of Last Lesson.

- Identifier field = 3 - Error returning bookmarks

This is a reply by the educational software to the Set Bookmark function that tells the Set Bookmark function that an error occurred when trying to return the listing of valid bookmarks.

- Length = Integer 0x0001
- Example:

| Rec  | Len | ID       |
|------|-----|----------|
| Type |     |          |
| 30   | 00  | 01 00 03 |

An error occurred when trying to return a list of all valid bookmarks.

#### **Set Bookmark (31H)**

This record type allows the Set Bookmark function to request that the educational software set a bookmark for a student or group of students, and for the educational software to reply if the bookmark was successfully set.

**Description:** After the teacher has selected a bookmark to be set for the list of students, the file CLSCLASS.LOG is created on drive H: for your educational software to interrogate. Your educational software sets the appropriate bookmarks and creates a new CLSCLASS.LOG on drive H:, identifying if the bookmarks were successfully set or not.

| Record Type | Length  | Identifier | Data    |
|-------------|---------|------------|---------|
| Integer     | Integer | Char       | VarChar |

- Record Type = Integer 0x0031
- Length = Integer count for sum of the number of characters in the Identifier and Data fields

- **Identifier** = One byte field that can take on the following values:

- **Identifier field** = 0 - Set bookmark for a set of users

This is a request from the Set Bookmark function to the educational software to set the bookmark for a list of users to a specific bookmark.

- **Length** = Length of Data + 1
    - **Data** = One bookmark structure followed by a list of all user IDs that should have this bookmark set. Each User ID is separated by a binary byte of 0x00.
    - **Example:**

| Rec  | Len | ID | Bookmark                                  | D  | E  | L  | A  | N  | E  | Y  |
|------|-----|----|-------------------------------------------|----|----|----|----|----|----|----|
| Type |     |    |                                           |    |    |    |    |    |    |    |
| 31   | 00  | 14 | 00 00 00 03 02 01 44 45 4C 41 4E 45 59 00 |    |    |    |    |    |    |    |
|      |     |    |                                           | M  | A  | T  | H  | U  | R  |    |
|      |     |    |                                           | 4D | 41 | 54 | 48 | 55 | 52 | 00 |

Set bookmark for the the user IDs Delaney and Mathur to 0-3-2-1.

- **Identifier field** = 1 - Set bookmark return status

This is a reply from the educational software to the Set Bookmark function indicating whether the request to set the bookmark was successful or not.

- **Length** = 0x0002
    - **Data**

This is one byte indicating whether the bookmark was successfully set or not. This byte can take on one of the following values:

- Data field = 00  
Successfully set
- Data field = 01  
Not successfully set

- Example:

| Rec  | Len | ID | Data     |
|------|-----|----|----------|
| Type |     |    |          |
| 31   | 00  | 02 | 00 01 00 |

The educational software successfully set the bookmark for the students in the previous Set Bookmark (Record Type 0x031) request.

---

## Standard Log Record Definition

The following abbreviations are used in the tables of this appendix.

| Type | Explanation                           |
|------|---------------------------------------|
| A    | Any alphanumeric character or a space |
| AS   | Any ASCII character                   |
| B    | A binary representation               |
| PI   | Any positive integer                  |

## Grouping Areas

| Item Num. | Description                                                                          | Type           | Size Bytes    |
|-----------|--------------------------------------------------------------------------------------|----------------|---------------|
| 1         | Grouping A - Mandatory Data<br>Field Identifier Number<br>Field Length<br>Field Data | PI<br>PI<br>AS | 2<br>2<br>Var |
|           | Grouping B - Optional Data<br>Field Identifier Number<br>Field Length<br>Field Data  | PI<br>PI<br>AS | 2<br>2<br>Var |
| N         | Grouping-N                                                                           |                |               |

## Contents of Grouping A - Mandatory Data

The table below describes the contents of the mandatory data fields. Each time a student exits a major part of the educational software (required data a through g), a new grouping A should be written to CLSCLASS.LOG. Every grouping A must begin with a field identifier and an indication of the field length.

| Field Identifier Number | Field Length | Field Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Field Type | Field Default |
|-------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|
| 1                       |              | <p>Required Data:</p> <p>a. Unit ID Number *</p> <p>b. Lesson ID Number *</p> <p>c. Activity ID Number *</p> <p>d. Level Number *</p> <p>e. Sub-Activity 1 ID Number *</p> <p>f. Sub-Activity 2 ID Number *</p> <p>g. Sub-Activity 3 ID Number *</p> <p>h. Maximum Possible Score</p> <p>i. Number Right</p> <p>j. Number Wrong</p> <p>k. Number of Helps</p> <p>l. Number of Skips</p> <p>m. Number of Repeats</p> <p>n. Number of Backs</p> <p>o. Time within Activity or Lesson (minutes)</p> <p>p. Actual Score, % Correct</p> <p>q. % Required for Mastery</p> <p>r. Activity Completed Flag<br/>(0 = no, 1 = yes)</p> <p>s. Lesson Mode Flag<br/>0 = Instructional<br/>1 = Simulation<br/>2 = Practice<br/>3 = Self Test<br/>4 = Test<br/>5 = Self Test (Before)<br/>6 = Study<br/>7 = Review<br/>8 = Undefined<br/>.<br/>.<br/>.<br/>255 = undefined</p> <p>* Any time one of these key fields changes, a new grouping A should be written.</p> | PI         | FFFF          |

## Grouping B - Optional Data

| Field Identifier Number | Field Length | Field Data                                                                                                       | Field Type     |
|-------------------------|--------------|------------------------------------------------------------------------------------------------------------------|----------------|
| 2                       | 2            | Text Screen Data<br>a. Text Screen Count<br>b. Text Screen Exits                                                 | PI<br>PI       |
| 3                       | 2            | Fill in Question Data<br>a. Question Screen Count<br>b. Questions Right Count<br>c. Questions Wrong Count        | PI<br>PI<br>PI |
| 4                       | 2            | Match-Question Data<br>a. Match Question Count<br>b. Match Right Count<br>c. Match Wrong Count                   | PI<br>PI<br>PI |
| 5                       | 2            | True/False Question Data<br>a. True/False Screen Count<br>b. True/False Right Count<br>c. True/False Wrong Count | PI<br>PI<br>PI |
| 6                       | 2            | Lesson Run Count                                                                                                 | PI             |
| 7                       | 1            | Typing Scores<br>a. Words per Minute                                                                             | PI             |
|                         | 2            | b. Number of Errors                                                                                              | PI             |
| 8                       | 8            | Last Program-ID Run                                                                                              | AS             |
| 9                       | 2            | Last Unit-ID Run                                                                                                 | PI             |
| 0BH                     | 2            | Last Lesson-ID Run                                                                                               | PI             |
| 0CH                     | 2            | Last Activity-ID Run                                                                                             | PI             |
| 0DH                     | 2            | Last Sub-Activity-1 Run                                                                                          | PI             |
| 0EH                     | 2            | Last Sub-Activity-1.1 Run                                                                                        | PI             |
| 0FH                     | 10           | Private Tutor Data<br>a. Lesson Name                                                                             | A              |
|                         | 18           | b. Lesson Description                                                                                            | A              |
|                         | 2            | c. Retries this session                                                                                          | PI             |
| 10H-15H                 |              | Reserved for Future Classroom LAN Use                                                                            |                |
| 16H                     | Var          | Program Description                                                                                              | AS             |
| 17H                     | Var          | Program Name                                                                                                     | AS             |
| 18H                     | Var          | Activity Name                                                                                                    | AS             |
| 19H                     | Var          | Lesson Name                                                                                                      | AS             |
| 1AH                     | Var          | Unit Name                                                                                                        | AS             |
| 1BH                     | 1            | Part Number                                                                                                      | PI             |
| 1CH                     | 1            | Chapter Number                                                                                                   | PI             |
| 1DH                     | 1            | Pattern Number                                                                                                   | PI             |

| Field Identifier Number | Field Length | Field Data                                                                   | Field Type     |
|-------------------------|--------------|------------------------------------------------------------------------------|----------------|
| 1EH                     |              | Reserved for Future Classroom LAN Use                                        |                |
| 1FH                     |              | Reserved for Future Classroom LAN Use                                        |                |
| 20H                     |              | Comment                                                                      |                |
| 21H                     | Var          | Part name                                                                    | AS             |
| 22H                     | 1<br>Var     | Sub-Activity Score/Name<br>a. % Score<br>b. Name                             | PI<br>AS       |
| 23H                     |              | Reserved for Future Classroom LAN Use                                        |                |
| 27H                     |              |                                                                              |                |
| 28H                     | Var          | Partner User ID                                                              | AS             |
| 29H                     |              | Reserved for Future Classroom LAN Use                                        |                |
| 2FH                     |              |                                                                              |                |
| 30H                     | Var          | Get List of Bookmarks                                                        | AS             |
| 31H                     | Var          | Set Bookmarks                                                                | AS             |
| 32H                     |              | Reserved for Future Classroom LAN Use                                        |                |
| 3FFFH                   |              |                                                                              |                |
| 4000H                   | Var          | Region Name                                                                  | AS             |
| 4001H                   | Var          | State Name                                                                   | AS             |
| 4002H                   | Var          | District Name                                                                | AS             |
| 4003H                   | Var          | School Name                                                                  | AS             |
| 4004H                   | Var          | Teacher Name                                                                 | AS             |
| 4005H                   | Var          | Class Name                                                                   | AS             |
| 4006H                   | Var          | Student Name                                                                 | AS             |
| 4007H                   | 1<br>1<br>2  | School Location<br>a. School Region<br>b. School State<br>c. School District | PI<br>PI<br>PI |
| 4008H                   | 8            | School ID                                                                    | A              |
| 4009H                   |              | Reserved For future Classroom LAN Use                                        |                |
| 7FFFH                   |              |                                                                              |                |



## Appendix G. Network Security

### Before You Begin

We strongly recommend that you keep the information in this appendix confidential.

This security information is for the system operator exclusively. Be sure to remove the security information if this manual is made available to other network users.

Network security is the system operator's top priority. You must remind network administrators, office personnel, and teachers to change their passwords periodically.

If a student discovers a network administrator's or teacher's user ID and password, all of the school classes or teacher's classes could be removed from the network. **Advise teachers to keep diskette copies of programs and a list of students assigned to their classes.**

**When the network is first installed, assign passwords to the SYSOP and ADMIN user IDs. You must also assign a password to the Supervisor ID.** The Supervisor ID has equivalent network access rights to the system operator.

The Supervisor and SYSOP user IDs and passwords must be confidential. They have the greatest access to the network; serious damage to the network files will result if this access is used maliciously.

Use the following procedure to assign a password to the Supervisor ID.

### Supervisor ID

This supervisor login and password must not become known by students. The supervisor login is a default ID that comes with the Advanced NetWare network.

There is no supervisor menu on the network. To log in as the supervisor, type **login supervisor** at the DOS prompt or type **supervisor** at the network login screen and press **Enter**.

Initially, the supervisor does not have an assigned password. Assign one immediately and keep the password confidential. To assign a supervisor password, complete the following steps:

- 1** Log in as the System Operator using SYSOP.
- 2** From the System Operator Main Menu, select the NetWare Utilities Menu option under the NetWare Options.
- 3** Select System Configuration and press **Enter** at the Main Menu window.
- 4** Select User Information and press **Enter** at the Available Topics window.
- 5** Select SUPERVISOR and press **Enter** at the User Names window.
- 6** Select Change Password and press **Enter** at the User Information window.
- 7** Type the new password for the supervisor and press **Enter** at the prompt.
- 8** Type the new password again and press **Enter**; this verifies the new password.
- 9** Press **Esc** at each window.
- 10** Press **Enter** at the Exit SYSCON window.
- 11** Press **Esc** at the Main Menu window.
- 12** Press **Enter** to confirm your exit.

### **Office Administrator ID**

The office administrator ID and password must stay confidential and not become known by unauthorized users. The office administrator's ID, OFFICEADMN, is a default ID that comes with IBM Classroom LAN Administration System Version 1.30.

The password for the office administrator is SCHOOL. This password should be changed immediately after installing or reinstalling IBM Classroom LAN Administration System Version 1.30. The password for the OFFICEADMN can be changed by selecting the Change Password option from the Office Administrator Main Menu. The following explains the steps involved in deleting this ID:

- 1 Log into the network as the system operator.
- 2 Select NetWare Utilities Menu on the System Operator Main Menu. The NetWare Main Menu is displayed.
- 3 Select System Configuration. The Available Topics Menu is displayed.
- 4 Select User Information. A list of user IDs is displayed.
- 5 Use the arrow keys to position the highlight bar on the ID you want to delete.
- 6 Press Del.
- 7 Press Esc to return to the System Operator Main Menu. An Exit Menu pop-up screen appears. Select Yes. You may have to repeat this step multiple times.

### **Accessing DOS and Modifying the Menu Escape Code**

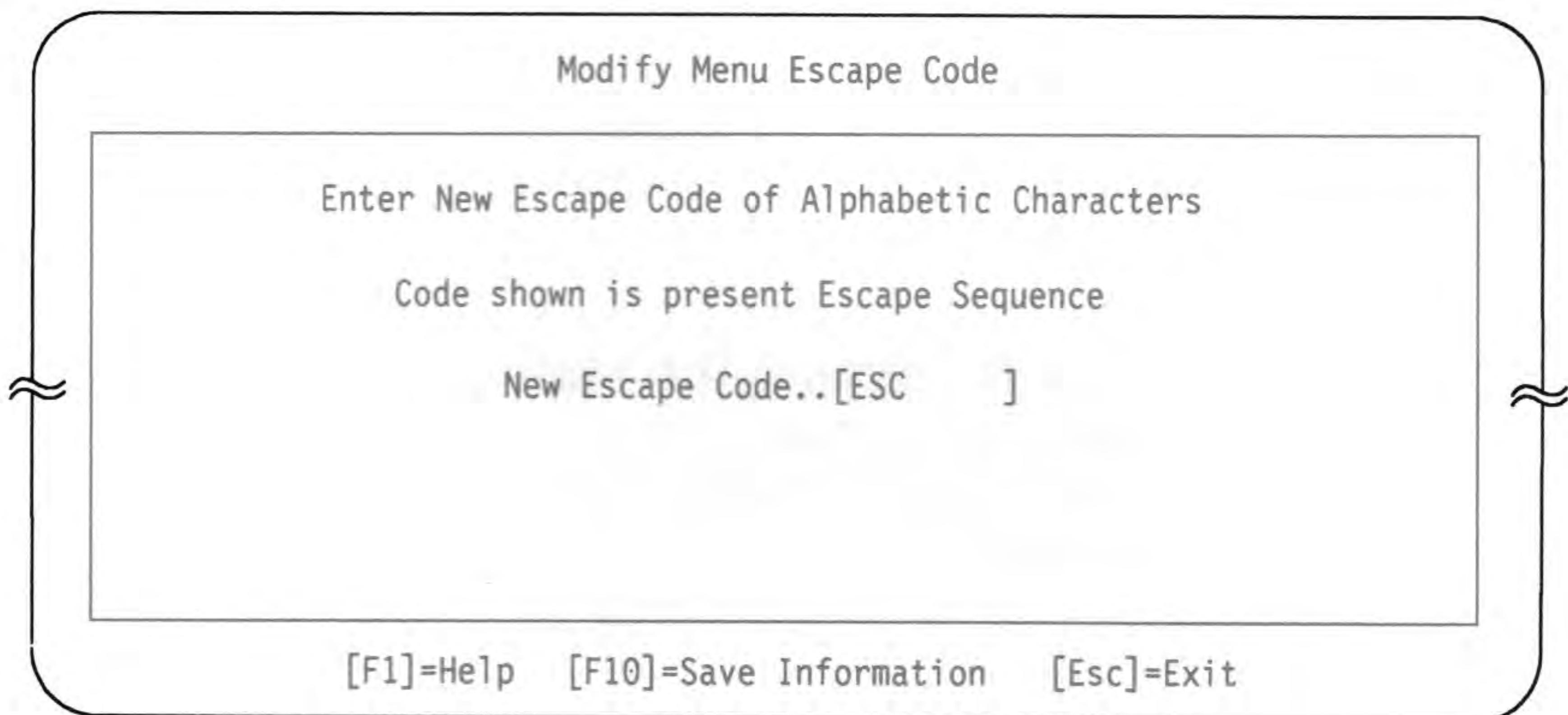
The menu escape code allows users to exit from a network menu to DOS. Do not allow users to access DOS unless it is *absolutely* necessary.

Use the following steps to access DOS. When the network is first installed, the default for the menu escape code is **Alt** and the letters **E**, **S**, and **C**. To escape to DOS from a menu, complete the following steps:

- 1 Press and hold down the **Alt** key.
- 2 Slowly type the sequence of escape code letters (eight or less letters). Wait until you hear a beep before typing the next letter. The program will beep when a key is pressed, regardless of its validity. This security feature makes it difficult to guess the escape code and also audibly obvious that someone is trying to access DOS.

To return to your Main Menu from DOS, type **G** and press **Enter**.

To avoid letting the escape code become known by students, you can modify the escape sequence at any time. Select **Modify Menu Escape Code** from the **System Operator Main Menu** to change the letters for the escape sequence. When you select this option, the following screen is displayed:



## Print Server Password

The Print Server password is used during the creation of a printstation. Do not allow random use of the password. The print server password is LAN.

# Appendix H. License/Warranty Information

International Business Machines Corporation  
Armonk, New York 10504

## STATEMENT OF LIMITED WARRANTY (MEDIA AND PROGRAM)

International Business Machines Corporation (IBM) grants the following limited warranty for this IBM Licensed Program (Program) if this copy of the Program is delivered by IBM, an IBM Authorized Dealer for this Program, or any other IBM-approved supplier for this Program to a user. (Such a user is referred to herein as "original user.") A "user" shall mean a Customer who acquired possession of and is licensed to use this copy of the Program for its own use or for use within its own business enterprise and not for remarketing. Any unused portion of the Warranty Period may be conveyed to another user.

### 1. MEDIA

The Warranty Period for the media on which the Program is recorded is for three months from the date of its delivery to the original user as evidenced by a receipt.

IBM warrants that this media will be free from defects in material and workmanship under normal use during the Warranty Period. If notified during the Warranty Period that the media contains such defects, IBM will replace such media. If IBM is unable to deliver replacement media, you may terminate your license and your money will be refunded upon return of all your copies of the Program.

### 2. PROGRAM

The Warranty Period for this Program is for three months from the date of its delivery to the original user as evidenced by a receipt.

IBM warrants that this Program, if unaltered, will conform to its Program Specifications during the Warranty Period when such Program is properly used on a machine for which it was designed. If notified during the Warranty Period that the Program contains defects such that it does not conform to its Program Specifications, IBM will 1) attempt to make the Program operate as warranted a) if prior to the Service Expiration Date, by providing a correction, or b) if after the Service Expiration Date, by providing any existing corrections, or 2) replace the Program with a functionally equivalent Program, as determined by IBM. In the event that IBM does not provide such a remedy, you may terminate your license and your money will be refunded upon return of all your copies of the Program.

IBM does not warrant that any other defects in the Program will be corrected or that the operation of the Program will be uninterrupted.

This limited warranty will apply only if the Program is licensed and located in the United States or Puerto Rico.

**THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

Some states do not allow the exclusion of implied warranties, so the above exclusion may not apply to you. This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Following the end of the Warranty Period, Program Services may be available. The License Information contains details on such availability.

If you have a question as to where you may obtain warranty service, see the Statement of Service in the License Information for this Program.

## **License Information**

IBM Classroom LAN Administration System Version 1.30

Part # 64F1441 (FC 1337) program package

Part # 64F1441 (FC 1338) program package upgrade  
(from version 1.20 to 1.30)

Part # 64F1441 (FC 1368) program package upgrade  
(from version 1.11 to 1.30)

## **Program Specifications**

The IBM Classroom LAN Administration System Version 1.30 is an educational product that combines software and documentation to help manage educational software in a LAN environment. It simplifies network installation, helps a teacher control student access to educational software, and allows for reporting of each student's use of educational software. It reports performance data for the IBM courseware that tracks student progress. The product is appropriate in school environments requiring a network.

## **Specified Operating Environment**

### **Machine Requirements**

- System Requirements, Network Servers
  - PC AT®, PC XT<sup>1</sup>, or IBM PERSONAL SYSTEM/2® Model 50, 60, 65, 70, or 80 (excluding XT/370 and AT/370)
  - 2 MB of memory for dedicated server
  - 3 MB of memory for non-dedicated server
  - NetWare<sup>2</sup>-compatible fixed disk
  - IBM monochrome or color display and appropriate adapter

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<sup>1</sup> Trademark of IBM

<sup>2</sup> Trademark of Novell, Inc.

- Workstation requirements
  - PC AT, PC XT, IBM Portable Personal Computer®, PCjr.<sup>3</sup>, or IBM Personal System/2 Model 25, 30, 50, 55SX, 60, 65, P70 386, 70, P80 386, or 80 (excluding XT/370 and AT/370)
  - Minimum of 384 KB of memory. Follow individual courseware requirements for memory.
  - One double-sided diskette drive
  - Individual courseware requirements for displays
- Optional
  - Tape installation and backup requires either an IBM External Tape Drive (6157) or the IBM Internal Tape Backup (feature code 5280). An IBM 6157 Adaptor (4160) for a PS/2 or (4156) for a PC.
- Network Adapters
  - IBM Cluster Adapter, IBM Cluster Attachment<sup>3</sup>
  - IBM PC Network Adapter, IBM PC Network Adapter II, IBM PC Network Adapter II/A
  - IBM PC Network Baseband Adapter, IBM PC Network Baseband Adapter/A
  - All IBM Token-Ring Adapters

## **Software Requirements**

- Advanced NetWare 286 Version 2.15, Advanced NetWare 286 Version 2.12, Advanced NetWare 86 Version 2.0a or Advanced NetWare 286 Version 2.0a or Advanced NetWare 286/2 Version 2.0a for Personal System/2
- Network Server: DOS 3.1 or higher (DOS 3.3 or higher is required for IBM Personal System/2 servers)

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<sup>3</sup> IBM PCjrs can only be supported under Advanced NetWare 2.0a, since it is the only NetWare that supports the IBM Cluster attachment. Networks of PCjrs using the IBM Cluster attachments can be bridged to a higher version of Advanced NetWare. Some of the IBM Classroom LAN Administration System functions such as printstations are only supported under NetWare 2.12 or higher.

- Workstations: DOS 2.1 for IBM PCjr, DOS 2.1 or higher for IBM PC, PC XT, or Portable Personal Computer, DOS 3.1 or higher for IBM Personal Computer AT, DOS 3.30 or higher for all IBM Personal System/2 Models

### **Licensed Program Materials Availability**

This licensed program is available without source licensed program materials. It is available in object code only.

## **Additional Information**

### **Authorized Use**

IBM Classroom LAN Administration System Version 1.30 may only be used on a single machine, or alternatively, on up to 50 machines when the program's data files are stored in only one of the machines (designated as the server machine) and the program is running under control of, and all the machines are interconnected by, a network program.

### **Printed Documentation - IBM Copy Permission**

Customers, primarily educational institutions, who have ordered the IBM Classroom LAN Administration System Version 1.30 are permitted to copy the printed documentation which has been designated "Copy Permitted."

### **Type/Duration of Program Services**

Central Service will be available until 3 August 1991. See the Statement of Service for details. The programs in this product are supported by IBM Educational Systems Development.

When Central Service is specified, one or more service locations will be designated which will accept documentation in a format described by IBM indicating that a problem is caused by a defect in the licensed program(s).

### **Statement of Service**

IBM will respond to a defect in the unaltered portion of a supported release of a licensed program by issuing defect correction information, such as correction documentation, corrected code, or notice of availability of corrected code; a restriction; or a bypass.

IBM does not guarantee service results, or that the program will be error-free, or that all program defects will be corrected.

Customers suspecting a defect in IBM Classroom LAN Administration System Version 1.30 should contact their local IBM marketing branch office representative, who will report the problem to the designated support center.

Customers should report non-defect (such as installation, usage, how-to) problems to their local IBM marketing branch office representative. IBM will respond to requests for usage questions on a best-effort basis.

Outside of the United States and Puerto Rico, contact your local IBM representative or your Authorized IBM Supplier for information on warranty services.

Service Expiration date: 3 August 1991.

### **Distribution Procedure for Updates and Refreshes**

Preventive service may be provided on a cumulative basis through updates to the licensed program. Updates may be distributed to designated customers on diskettes, either on request or by general distribution, as determined by IBM.

### **Designated Service Location**

Educational Software Development  
IBM Corporation  
Dept. 5BH  
PO BOX 1328  
Boca Raton, FL 33429

Attention: IBM Classroom LAN Administration System  
Version 1.30

## **Customer Responsibilities**

The customers' responsibilities include, but are not limited to, the following:

- Problem determination (Is it hardware or software?)
- Problem source identification (Providing description of problem to Support Center)
- Applying preventive and corrective service
- Performing activities recommended by the support organization

References in this publication, programs, or services do not imply that IBM intends to make these available in all countries in which IBM operates. Any reference to an IBM program product in this publication is not intended to state or imply that only IBM's program product may be used. Any functionally equivalent program may be used instead.

Any other documentation with respect to this licensed program, including any such documentation referenced herein, is provided for information purposes only and does not extend or modify the material contained in the License Information.

## Glossary

**access.** The manner in which files or data sets are referred to by the computer.

**activity log.** A chronological record of the student's use of programs in a class.

**address.** A unique identification number assigned to a server or a workstation.

**available driver.** Communication hardware that is used to configure the operating system for a specific type of network.

**bad sector (on fixed disk).** An unusable area on a fixed disk.

**banner.** The first page of a printout generated by a network printer that identifies whose printout it is and which printer was used for printing.

**baseband.** In the process of modulation, the frequency band that uses the complete bandwidth of the transmitted signals.

**baseband LAN.** A local area network in which information is encoded and is transmitted without modulation of a carrier.

**bookmark.** A 4-byte numerical setting that is used within an application to start a user at a particular point in the program. Each character can denote a number from 0 to 255. A bookmark can be maintained for each user running a program. The bookmark

should identify where in the program a user should start the next time.

**broadband.** A frequency band divisible into several narrower bands so that different kinds of transmissions, such as voice, video, and data, can occur at the same time.

**broadband LAN.** A local area network in which information is encoded, multiplexed, and transmitted with modulation of carriers.

**bus cable.** A main cable that connects all the workstations in a network.

**cache.** A storage buffer that is continually updated to contain recently accessed contents of main storage. Its purpose is to reduce access time.

**close.** In computer software, preparing a data set or file for end of processing.

**cluster.** Two or more IBM personal computers connected through a coaxial cable and supporting software to a controlling unit.

**cluster adapter.** A printed circuit board that allows network communications. A cluster adapter is inserted into each IBM personal computer workstation in the network.

**cluster attachment.** An attachment for network communications. A cluster attachment links together each IBM PCjr workstation in a cluster network.

**coaxial cable.** A network connecting cable consisting of two insulating layers and two conductors.

**communication drivers.** Hardware used to configure the operating system for a specific type of network.

**console.** The Novell Advanced NetWare term for the display and keyboard of the network file server.

**COPY command.** A DOS command that copies files from one disk location to another.

**critical error.** A severe system (network) problem that must be corrected before work can continue. The suggested recovery steps should be used. If the problem is not remedied, a technical coordinator or IBM Marketing Representative should be contacted.

**cylinder.** The tracks of a fixed disk that can be accessed without repositioning the access mechanism.

**default.** A preset value used by a computer or network operating system, when no other value is specified.

**default drive.** The drive, either fixed disk or diskette, that the computer currently recognizes.

**directory.** A table of identifiers and references to the corresponding items of data. Also, an index that is used by a control program to locate

one or more blocks of data that are stored in separate areas of a data set in direct access storage.

**directory path.** A parameter in a DOS command that specifies a list of directories containing files.

**DIR command (file directory).** A DOS command that lists the files contained on a diskette or fixed disk.

**DISKCOPY command.** A DOS command that copies all the files from a diskette (source drive) to another diskette (target drive).

**DOS.** The Disk Operating System, a computer program that tells the computer how to work with the disks.

**drop cable.** A cable used to connect a cluster adapter to a network bus cable. See T-connector.

**entry field.** A space of definite size on a screen which allows you to type information. This information is entered in the computer after pressing **F10** or **Enter** in this network.

**error, critical.** A severe system (network) problem that must be corrected before work can continue. The suggested recovery steps should be used. If the problem is not remedied, a technical coordinator or IBM Marketing Representative should be contacted.

**field.** A specified area for a class of data in a database record, displayed as a prompt on a data entry screen.

**file.** A collection of information stored as one unit indicated by a filename.

**file server.** A high-capacity disk storage device or a computer that each computer on a network can use to access and retrieve files that can be shared among attached computers.

**file specification.** The specification that allows DOS to locate a file. A file specification includes a drive letter, a path, a filename, and an extension.

**fixed disk drive.** A disk storage device, usually installed inside a personal computer, that supplies a large storage capacity. Fixed disks are not changeable as are diskettes.

**format.** (noun) The arrangement or layout of data on a data medium. (verb) To prepare a fixed disk or a diskette for use in storing data. A fixed disk or diskette must be *formatted* to be used for storing data.

**generic user ID.** A user ID created by the network administrator to give program access to anyone. Nothing can be saved on the server from a generic user id. A local diskette can be used to save files before the user logs off the network.

**highlight bar.** The movable, highlighted selector bar that indicates your position on a menu. Pressing the arrow keys moves the highlight bar.

**interrupt jumper block.** A LAN adapter card component used to select an interrupt.

**jumper block.** A component that must be enabled on all Cluster Adapters.

**keycard.** The circuit board installed in the server the number of which

matches the serial number of the Advanced NetWare software.

**local printer.** A printer attached to a workstation rather than the network server. When using the network, print requests are routed to a network printer unless the System Pop-up Menu is used to select local printer access.

**login, logout.** The procedures for initiating and terminating a session on a computer.

**menu escape code.** The sequence of keystrokes, set by the system operator, which allows a user to leave an IBM Classroom LAN Administration System Version 1.30 menu and access the server through DOS.

**NETGEN.** A NetWare utility used to generate the network operating system and install the server.

**network.** A system that links computers together, comprised of one or more servers and workstations.

**network adapter.** A network adapter is a printed circuit board that allows network communications.

**Network Boot Diskette.** A diskette required to start a workstation *not* equipped with remote system reset.

**network printer.** A personal computer or Personal System/2 compatible printer which, when attached to the network file server, is available for use from any workstation on the network.

**open.** In computer software, preparing a data set or file for processing.

**operating system.** Software that controls the operation of other programs. An operating system may provide services such as resource allocation, scheduling, input/output control, and data management.

**path.** In computer software, a way of specifying the location of a program within directories and subdirectories. When a file is not in the root directory of the default drive, a specific path is needed to the location of the program.

**private directory.** A directory on the server's fixed disk that contains the private files of an individual user.

**public directory.** A directory on the server's fixed disk that contains files that can be read by all users in the network.

**RAM disk.** A simulated disk drive that exists in a computer's memory.

**remote system reset.** A function that automatically starts a workstation by loading DOS and the network shell from the server.

**scroll.** To move all or part of the display image vertically or horizontally to view data that otherwise cannot be observed within the boundaries of the display screen.

**search arguments.** Characters used to select part of a list from a larger list. For example, a search argument of "S" would limit a search to all items in a list that begin with the letter "S."

**server.** A data station that is used to control network activity.

**server configuration.** A phrase used to describe the hardware required for or installed in a personal computer used as a network server. This includes the amount of memory, the type of network adapters installed, the type of display used, and the software.

**SHGEN.** A NetWare utility used to create the network shells for workstations. It configures each shell for a type of network adapter.

**shorting plug.** Hardware used to enable jumper blocks.

**spool.** An acronym for simultaneous peripheral operations online. The use of auxiliary storage as a buffer storage to reduce processing delays when transferring data between the computer's processor and peripheral equipment such as a printer.

**switch block.** A component used to assign a unique number to each workstation in the network. In an IBM PC, these blocks are a group of slide switches or rocker switches on an expansion board.

**system reset.** A method for restarting your computer when it is already on.

**T - connector.** Hardware used to connect a workstation drop cable to a network bus cable.

**terminating plug.** A device which electrically indicates the end of a chain of workstations attached to a network.

**token-ring network.** A network where a series of devices are connected by a unidirectional transmission link to form a closed path (the ring). The token is a sequence of bits passed from one device to another along the ring. When the token has data appended to it, the token is called a *frame*.

**user ID.** A string of characters that uniquely identify a user to the computer system, usually a person's last name, which allows access to the network. A user ID is normally paired with a password of

the user's choice to provide added privacy and security.

**volume.** An area on a fixed disk in which files are stored.

**workstation.** An IBM personal computer within a network connected by a network adapter and a communication medium.

**workstation number.** The number of a workstation in a network. Each workstation is assigned a unique number between 1 and 50.



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